

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION
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TITLE: Dental Receptionist and Records

POSITON: Full Time

SUPERVISOR: KNHC Director

Position Description:

Incumbent is in charge of dental records and maintenance of these dental records such as checking charts for updates, making copies of records when written request has been received, keep current charts and inactive charts in a separate filing system and maintain records according to policies and procedures regarding Indian Health Services (I.H.S.) standards. This position is responsible for obtaining not only required demographic information, but also eligibility information and whether or not alternate resources (e.g. Medicaid, Medicare, and Private Insurance) are available for all patients served at the Kickapoo Nation Health Center. The employee will also assist patients in scheduling appointments for dental appointments. The incumbent will be utilizing both our EHR and Dentrix systems to maintain records.

Essential Responsibilities:

Serve incoming patients and have the initiative to want to help people. Collect patient data for purposes such as: dental records, insurance information and patient demographic information, verify insurance eligibility. Maintain a monthly report of new patient registration for I.H.S. purposes. Maintain annual dental records review and maintain charts according to I.H.S. regulations. Customer service and professionalism is strongly required as well as maintaining strict confidentiality. Other duties assigned by the Director that relates to the best interest and efficiency of KNHC.

Qualifications:

Incumbent must have a high school education or equivalent with specific training in dental record keeping or two years of experience in a clinic with demonstrated ability in dental record keeping. Incumbent must also have knowledge of medical terminology, billing and ICD-10, CPT coding. Individual must have effective interpersonal and communication skills which includes proper phone etiquette. Must have the ability to manage and complete detailed work accurately and be able to type at least 40 WPM. The incumbent must be proficient with a computer, the Microsoft office suite as well as scanning documents.

Must be able to pass a background check.

Privacy Policy:

Employee must comply with all requirements and provisions HIPAA regulations.

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job description:

Employee Signature

Date

Supervisor Signature

Date