



**UNITED KEETOOWAH BAND
of CHEROKEE INDIANS in OKLAHOMA**

18300 W. Keetoowah Circle · Tahlequah, OK 74464

Main line: 918-871-2800 · Fax: 918-414-4000

www.ukb-nsn.gov

POSITION TITLE: Patient Registration Clerk
SALARY: 24.56 hourly
SUPERVISOR: PRC Health System Specialist
JOB LOCATION: United Keetoowah Band Osda Nvwoti Clinic (Good Medicine)
18263 W. Keetoowah Band Cir, Tahlequah Ok 74464
TYPE OF EMPLOYMENT: 1 year term hire, with option to extend or convert to permanent
/Non-Exempt/Essential

Scope of Service and Effect:

Performs duties under the general supervision of the PRC Health System Specialist
Performs routine duties with no direct instruction using own initiative in most cases.
Serves patients and community by completing Patient Registration by providing information regarding registration and eligibility process; receiving, verifying, and entering data.

Responsibilities and Duties:

1. Interviews patients to obtain pertinent Patient Registration information, demographic and insurance information, and authorization to enable the Business Office to bill for health care services provided from all Alternate Resource including the non-beneficiary services.
2. Assists the patient in completing new or updated forms for the Patient Registration system by obtaining pertinent patient registration information through interview or mailed correspondence prior to patient receiving services. Input data simultaneously during the interview. This will include inpatients, outpatients, emergencies, and after-hours patients, dental patients, and mental health patients.
3. Assesses patient understanding of Patient Registration process to determine appropriate response to questions and applications and communicates appropriate information needed to patient or patient's agent to complete Patient Registration eligibility.
4. Knowledge of eligibility requirements AND whether documented proof of eligibility meets IHS requirements.
5. Effectively communicate the following: specific information needed to complete the registration process, the reason for requesting such information, and be able to ascertain that information received is as accurate as possible.
6. Obtain signatures for file on required forms for Alternate Resource and Purchased and Referred Care prior to patients being seen in the clinics for billing purposes.



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7. Incumbent is responsible for maintaining accurate and current information in the EPIC Electronic Health System to make corrections as necessary to improve the Patient Registration System.
8. Responsible for keeping work area neat and always organized.
9. Responsible for being respectful, courteous, and helpful to patients always.
10. Responsible for always communicating clearly and professionally to patients.
11. Incumbent must effectively communicate to the patient what specific information is needed, the reason for requesting such information, and be able to ascertain that it is as accurate as possible.
12. Performs other duties as assigned by supervisor.
13. Tribal Preference/ Indian Preference applies - please submit documentation with a resume.

Hours Worked:

This is an essential position. Working hours are for a shift schedule to cover a 40-hour work week. Employees are responsible for clocking in and out as scheduled.

Work Environment:

Work is performed in the Patient Registration area of the UKB Health Center - "Osda Nvwoti" Clinic, (Good Medicine) in an office setting which is adequately lighted, heated, and ventilated. There is potential exposure to infectious diseases.

Qualifications:

1. High school diploma or GED equivalent required.
2. Must be able to type 50 words per minute.
3. Knowledge of eligibility requirements AND whether documented proof of eligibility meets IHS requirements.
4. Incumbent must possess a pleasant personality because of working closely with patients, various providers and other clinic staff.
5. Must possess a valid driver's license, reliable transportation, automobile liability Insurance and a phone.



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6. This is an essential position. The incumbent must be dependable and be able to report to work on time, every day and work whenever required to assure patient's access to health care.

7. Successful completion of criminal background investigation.