



Anav Tribal Health Clinic Quartz Valley Indian Reservation

9024 Sniktaw Lane
Fort Jones, CA 96032
Phone: (530) 468-4470
Fax: (530) 468-4478

POSITION DESCRIPTION

JOB TITLE: Dental Receptionist
REPORTS TO: Dental Director
DEPARTMENT: Dental
LOCATION: ANAV Tribal Health Clinic
SALARY: Negotiable \$16-\$20/hour Depending Upon Experience
STATUS: Fulltime

POSITION SUMMARY

As part of the Anav Tribal Health Clinic, the goal of the Dental Department is to serve the members of the Quartz Valley Indian Reservation as well as the surrounding community in a compassionate and respectful manner. Under the direction of the Dental Director, the Dental Receptionist will manage all front office activities and will work closely with the Lead RDA to ensure complete front and back-office coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Register patients, schedule and confirm dental appointments
2. Update medical histories annually
3. Answer phones, triage emergency patients, and direct communications
4. Check patient MediCal status
5. Acquire proof on native American status
6. Update charts, information and scan
7. Scan and produce reports
8. Computer data entry
9. Work with the RDH to establish, improve, and maintain our recall system to ensure continuity of patient hygiene care
10. Become familiar with our GPRA measures – their purpose, use, and documentation.
11. Track specialist referrals
12. Keep work area neat and clean
13. Collect and track money
14. Network with medical, CHS, CHR Billers. Transportation and Human Service department
15. Determine insurance benefits and update them in RPMS and Dentrix
16. Order administrative supplies
17. Attend trainings and participate in monthly staff meetings
18. Maintain patient confidentiality by understanding and following HIPPA

19. Maintain a no-show log
20. Mail patient information, letters and correspondence
21. Code dental procedures
22. Crosstrain as a Dental Assistant, performing as needed the following supportive tasks to ensure efficiency of patient flow:
 - a. Clean and sterilize instruments and tray set ups.
 - b. Store supplies and materials.
 - c. Chart periodontal pockets for the RDA or RDH
23. Share with other team members in planning and implementing preventive dental activities, including other school and community outreach programs
24. Provide the highest level of professional service to our patients
25. Promote teamwork and a culture of respect among your fellow employees
26. Abide by all QVIR and ATHC's Policies and Procedures
27. Knowledge that your employment with QVIR is voluntarily, that QVIR personnel are employed on an at-will basis, and that at-will employment may be terminated with or without cause and with or without notice at any time by the employee or by QVIR

MINIMUM QUALIFICATIONS

1. High School diploma or GED
2. A Valid California Driver's License and proof of personal liability automobile insurance
3. A current BLS CPR Certificate (can be obtained after hire)
4. A CDB-approved two-hour course in the Dental Practice Act (can be obtained after hire)
5. A CDB-approved eight-hour course in Infection Control (can be obtained after hire)

Native Preference in hiring is given to qualified enrolled Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification by tribe of affiliation or other acceptable documentation of Indian heritage.

For questions about this position description, including applications, please contact Charlene Henry at 530-468-5907 x302 or charlene.henry@qvir-nsn.gov

I have read and understand the position description and accept by signing below.

Signature

Date

Printed Name

Dental Director

Date