



COMMUNITY

JOB OPPORTUNITY: HEALTH CLERK

TITLE: Contract Health Clerk

LOCATION: Confederated Tribes of Grand Ronde
Tribal Health Program
Grand Ronde, Oregon

SUPERVISOR: Community Health Director

RESPONSIBILITIES:

To maintain a confidential flow and recording system of patients, to insure the appropriate clerical activities of the Contract Health Service program, and to meet and greet the public in a professional manner.

DUTIES:

- Take pre-authorization over the phone and maintain pre-authorization log.
- Issue authorization forms to medical providers.
- Maintain Contract Health Service charts
- Send late notices to providers who have not returned authorizations.
- Provide supportive services to supervisor.
- Schedule medical and dental appointments with the providers.
- Maintain an Obligation Log, Outstanding Log and a Hospital log.
- Must maintain and update an accurate filing system.
- Verifying appointments, appropriate health services and payment of services.
- Insure maximum use of alternative resources.
- Maintain active Indian Health Service patient registration forms.
- Insure that all eligible Grand Ronde members are educated on the Indian Health Service's available services and procedures in obtaining patient care.
- Provide supportive services to the Contract Health Service Program.
- Assist patients in applying for alternate resources.
- Develop patient registration system that allows for notification for renewal of registration in a timely manner.
- Maintenance of the patient registration system
- Coordinate the tribal patient registration with the Western Oregon Service Unit.
- Secure and maintain current alternate resources information.
- Other activities as related to the Contract Health Program.
- Other activities as related to the Contact Health Program.

QUALIFICATIONS:

Minimum of two years of bookkeeping experience, ability to operate an adding machine by touch, computer experience helpful, a minimum of one year's work with a variety of persons and agencies in a positive manner.

Must be dependable, three references required, a typing test will be required and must have own transportation.

SALARY: \$12,000 - \$15,000 depending on qualifications.

Tribal/Indian Preference applies

Closing Date: June 14, 1988

SEND RESUME TO: General Manager
Grand Ronde Tribes
P.O. Box 38
Grand Ronde, OR 97347

ECONOMIC DEVELOPMENT FUND REPORT

The following information is a report on the status of funding available under the Indian Financing Act through the Bureau of Indian Affairs.

Grant Program - Portland Area Allotment - \$1,155,000

All funds are allotted from Central Office and Portland Area has expended all our allotted grant funds. Central Office will review all area expenditures on July 31, 1988. If funds have not been spent in all areas, they plan to reprogram the funds.

Technical Assistance Funds - Portland Area allotment - \$55,000

All funds have been expended by Central Office and the Portland Area Office.

Guaranty Loan Program - Portland Area's ceiling - \$4,500,000

All funds at Central Office and Portland Area under the ceiling have been expended, however, a limited guaranty is available, but that is no interest subsidy payment can be approved.

U.S. Direct Loan Program - Portland Area allotment - \$450,000

Nationally, the program is nearly out of funds - all funds will more than likely be expended by the time of this notice.

The Area Office has a balance of \$233,352 available with several applications pending.

If you have questions regarding funding availability, contact the Community Services Officer at the Siletz Agency.

EDUCATION DEADLINE

The last day applications will be accepted for FALL Term 1988, is JULY 29th, 1988. Applications must be received by this office no later than July 29th, in order to be considered for Fall Term enrollment. This also means that you must have filed your Financial Aid Form (FAF) for 1988-89 before this date. If you submit your application after this date, your application will be placed in pending status and will not be considered until WINTER Term (December 1988).



Traditional dancers during Grand Entry at annual Denver Pow Wow