



**UNITED KEETOOWAH BAND OF CHEROKEE
INDIANS IN OKLAHOMA (UKB)
UKB CORPORATE BOARD**

**16426 W 760 Rd
Tahlequah, OK 74464**

Ratified
October 3, 1950

**UKB
CORPORATE
BOARD**

Carrie Haney
Chairman

Darren Henson
Secretary

Dustin Scott
Treasurer

Jeffrey Nelson
Member

Dana Boren
Member

INTERNAL ANNOUNCEMENT

Applications can be obtained from the UKB website and then submitted using the information listed below:

By bringing a paper application to Ashley Myers at the UKB Corporate Board office address listed above or sent via email to amyers@ukb-nsn.gov

Opening Date: 7/7/2023

Closing Date: TBD

Position: Medical/Clinical Receptionist

Department: Echota Behavioral Health-Tahlequah, OK

Reports To: Office Manager

Pay: \$18- \$20

Status: Full Time, Non-Exempt

JOB SUMMARY:

The Clinical/Medical Receptionist is responsible for interacting with guests/clients/patients in a healthcare setting and managing administrative tasks for the administrative, clinical, and medical teams.

Responsibilities include:

- Greeting patients and other visitors professionally both in person and on the phone
- Quickly answering or properly referring questions and issues to the correct department.
- Optimizing provider schedules and patient satisfaction with efficient scheduling.
- Notifying providers of patient arrivals.
- Ensuring availability of treatment information by retrieving and updating patient records.
- Verifying financial records and collecting patient charges while filing and expediting third-party claims.
- Maintaining office inventory and equipment by anticipating supply needs and expediting supply orders.
- Scanning pertinent patient information into EMR including patient authorizations, recent labs delivered by patients.
- Preparing bills and files for the next day's patients.
- Track all phone calls that arrive using our general office number.
- Utilize our medical office software to schedule new and follow-up appointments for our patients.
- Respond to emails that arrive using the general office email address.
- Answer and respond to voicemails.
- Maintain cleanliness of lobby, front desk, and front bathrooms.
- Other duties as assigned by supervisor.

Other Requirements:

- High-school Diploma or equivalent
- 1+ years of experience working as an administrative assistant or in a relevant role.
- Friendly and compassionate but firm disposition.
- Excellent organizational and time management skills
- Ability to work independently or as part of a team.
- Excellent interpersonal communication skills (written or verbal)
- Dedication to maintaining confidentiality of all patient records.

**UKB and Tribal preference applies.
Job description is subject to change.**