



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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E-mail: ntc@ninilchiktribe-nsn.gov

www.ninilchiktribe-nsn.gov

VACANCY ANNOUNCEMENT TRAVELING CLINIC RECEPTIONIST

ANNOUNCEMENT DATE: October 7, 2025

POSITION TITLE: Traveling Clinic Receptionist

POSITION TYPE: Full Time/Permanent

Depending on Funding

CLOSING DATE: When Filled

POSITION BEGINS: When Filled

SALARY: DOE

POSITION SUMMARY: The Traveling Clinic Receptionist will deal directly with the NTC Community Clinic (NTCCC) patients/clients. Therefore, confidentiality will be the highest priority, and the Clinic Traveling Receptionist will follow the NTCCC HIPPA policies and procedures.

PRIMARY DUTIES/RESPONSIBILITIES:

- Vacation and sick coverage for receptionist in Homer clinic, Anchor Point clinic, and backup/overflow coverage in Ninilchik.
- Enter IHS Road travel into MICROIX
- Process Medicaid Road travel.
- Based in Ninilchik when not covering.
 - Upload patient submitted forms
 - Add updated information to PM system
 - PM registration reviews for accuracy, documentation, missing information.
 - Other administrative duties as assigned.

When covering- Prior to 9:00 AM Clinic Opening:

- Prepare the front office and waiting area to receive patients.
 - Review schedule and send patient messages for any missing documentation.
1. Keep the front office and the patient waiting area as neat as possible throughout the day.
 2. Receive and direct patients.
 3. Receives incoming calls and forwards as needed and/or logs phone messages and forwards as appropriate.
 4. Schedule clinic appointments.
 5. Check in patients by verifying the following on patient charts and the computer database:
 - Ask patient if there are any changes and correct patient information with each visit.
 - Current year's face sheet with updated information.
 - Verify on file or obtain current year's privacy statement.
 - Verify on file or obtain documentation for IHS Benefits per NTC Policies.
 - Verify on file or obtain copy of current insurance, and photo ID.
 - Provide a superbill to ancillary staff for all self-pay patients.

6. Notifies medical staff that the patient is ready to be roomed.
10. Collects payments for services per super bill and/or monthly invoices. Verifies superbill with medical coder when available for accuracy. If not, checking with provider if super bill does not match what patient was seen for.
11. Establishes Patient Payment Plans as needed.
12. Receives insurance and Medicaid co-payments.
13. Tally Cash Box Reconciliation if accessed. Prepare nightly deposit including cash and checks. Log details onto deposit log. Forward deposit to NTC Chief Financial Officer.
14. Assists medical assistants with filing and laundry time permitting.
15. Non-medical staff working at the Ninilchik Traditional Council (NTC) Community Clinic are to provide emergency First Aid, CPR and to use the AED according to Red Cross guidelines as set forth in the Red Cross Standard First Aid Class, the Red Cross Adult CPR Class, the Red Cross child/infant CPR Class and the Red Cross AED Class at all times when there is no clinical medical staff (Midlevel's, Community Health Practitioner, or Community Health Aide) at the clinic. Non-medical staff will maintain current Red Cross cards per guidelines for: Standard CPR, Adult CPR, Child/Infant CPR and AED.
16. Will learn and use Practice Management portion of the Electronic Medical Record, will maintain accurate patient data information.
17. Other duties as assigned or directed by the NTC Tribal Health Director and/or NTC Executive Director or designee.

STATEMENT OF QUALIFICATIONS:

- Must be 18 years of age or older
- Must have at least 1 year, clinic office experience or similar front office experience
- Must have some medical terminology experience
- Must have a clean criminal record
- Proficiency with computer systems
- High school diploma
- Exceptional customer service
- Attention to detail
- Familiarity with and understanding of insurance

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required

OTHER:

This position will be under the direct supervision of the NTC Tribal Health Support Manager. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug- free workplace and employees are required to submit to alcohol and drug testing. All NTC positions of employment are subject to the availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council Administration office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov

Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council

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Concurrent Out/In House Posting