



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

Homer Clinic Receptionist / Billing Assistant

ANNOUNCEMENT DATE: February 20, 2026

POSITION TITLE: Clinic Front Desk Receptionist/Billing Assist.

POSITION TYPE: Full Time/Permanent

Depending on Funding

CLOSING DATE: When Filled

POSITION BEGINS: When Filled

SALARY: DOE

POSITION SUMMARY:

The Clinic Front Desk Receptionist/Billing Assistant position will deal directly with the Ninilchik Community Clinic patients/clients and insurance claims/companies. Therefore, confidentiality and professionalism will be the highest priority. The Front Desk Receptionist will follow the NTC/Ninilchik Community Clinic HIPPA policies and procedures.

PRIMARY DUTIES/ RESPONSIBILITIES:

Billing Tasks:

1. Prior to 9:00 AM Clinic Opening:
2. Review Athena and research eligibility flags
3. Prior to end of day
 - Review Athena and research eligibility flags for next day, all offices. Notify staff of any issues.

Will assist billing as needed with:

4. Scanning remittances that arrive via mail into the Athena system.
5. Troubleshoot billing issues and correct or review with/send to with billing supervisor.
6. Submitting insurance refund requests
7. Send authorization requests to VA, submit claims once received
8. Review and post unassigned payments

Reception Tasks:

9. Receives incoming calls and forwards as needed and/or logs phone messages and forwards as appropriate.
10. Schedule clinic appointments.
11. Transfers patients requesting Prescription Refills to appropriate ancillary staff.
12. 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.
13. Current year's privacy statement.
14. Documentation for IHS Benefits per NTC Policies.
15. Copy of current insurance, Medicaid and Denali Kidcare.
16. Provide a release of information form to any patients interested in one
17. Collects payments for services per super bill and/or monthly invoices, having coding check each super bill for accuracy, and that all related procedures are included.
18. Establish Patient Payment Plans as needed.

19. Receives insurance co-payments and checks for eligibility as needed.
20. Will learn and use electronic medical record system and will maintain ongoing accurate patient demographic information.

Additional Tasks:

21. Medicaid Road Travel
 - Will submit travel requests and maintain records to submit to Medicaid
22. IHS Road Travel data entry
23. Medicaid enrollment assistance/follow-up
24. Will provide coverage of the Anchor Point office in the event the Traveling Receptionist is unavailable.
25. Check/take clinic mail as needed
26. 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.
27. Other duties as assigned or directed by the NTC Tribal Health Support Manager, Tribal Health Director and/or NTC Executive Director or designee.

STATEMENT OF QUALIFICATIONS:

1. Must be 18 years of age or older
2. Must have at least 1 year, clinic office experience or similar front office experience
3. Must have some medical terminology experience
4. Must pass a criminal background check with acceptable standards of character.
5. Must have strong computer skills and proficiency in the use of appropriate computer-based software.
6. High school diploma
7. Exceptional customer service
8. Attention to detail
9. Familiarity with and understanding of insurance
10. NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing in the case of cause or accident in accordance with the NTC policies and procedures.

NTCCC was established with a purpose of serving a primary population comprised of Alaska Natives and American Indians within the NTC geographical area. Employees should have a thorough understanding of the cultures and the needs of the members, and of the general culture and needs of Alaska Natives and American Indians.

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