



## JOB VACANCY

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The mission of the Sacramento Native American Health Center, Inc. is to carry out the legacy of a healthy American Indian and Alaskan Native community based on cultural values delivered through traditional, transformational, innovative, accessible, and self-sufficient systems of health care.

**Position Title:** Data Entry Clerk/Coder (Full Time, 40 hours weekly)

**Department:** Billing

**Location:** Midtown Sacramento

### **Job Summary:**

Under the general supervision of the Billing Director, the **DECC** is responsible for the quality assessment of coding, abstracting, and diagnosis assignments. The Billing Coder also supports the operations in Patient Services and provides back up support as needed.

### **Job Qualifications:**

- Associates degree or equivalent.
- 2-4 years of recent Medi-cal, Medicare, and outpatient coding experience or equivalent combination of education.
- Knowledge of RPMS / Indian Health Services patient management systems.
- ICD-9 CM and CPT 4 coding classification system
  - ✓ General coding rules and guidelines
  - ✓ Insurance and billing requirements
  - ✓ Principles of effective training
  - ✓ Medical and Dental terminology
  - ✓ Anatomy and physiology
  - ✓ Correct English usage including spelling, grammar, and punctuation
- Knowledge of Community Clinic Third Party and / or FQHC billing is helpful.
- Two years minimum experience with data-entry and keypunch.
- Must possess excellent organizational, writing and verbal skills,
- Ability to organize, set priorities, meets deadlines, and works independently.
- Be able to foresee and address potential problematic situations.
- Must have a positive attitude, be a team player, and be able to take directions from supervisor.
- Understands and promotes the mission, vision, and values of the health center both in the work place and in the community.
- Compliance with all state and federal laws and regulations, as they pertain to position including; HIPAA, sexual harassment, scope of practice, OSHA, etc.

**Salary Information:** \$10-12.00 DOE hourly w/medical, dental, vision & retirement plan

**Application deadline:** **Open Until Filled**

### **To apply, please forward a resume and references to:**

Human Resources

2020 J Street, Sacramento, CA 95811

Fax: (916) 498-9040

Or email to: [adriennel@snahc.org](mailto:adriennel@snahc.org)

Website: [www.snahc.org](http://www.snahc.org)

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

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, age, gender, religion, sexual orientation, national origin, medical condition or conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC) or other non-merit factors.

**Age Discrimination in Employment Act (ADEA): Sacramento** Native American Health Center abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

**Americans with Disabilities Act (ADA): Sacramento** Native American Health Center abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, SNAHC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

**Note to Applicants:** *Please be advised that you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at SNAHC.*