



## FEATHER RIVER TRIBAL HEALTH, INC.

*Sponsoring Tribes: Berry Creek Rancheria, Mooretown Rancheria & Enterprise Rancheria*

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OROVILLE CLINIC  
2145 5<sup>th</sup> Avenue  
Oroville CA 95965  
(530) 534-5394

YUBA CITY CLINIC  
555 West Onstott Road  
Yuba City CA 95993  
(530) 751-8454

# **JOB ANNOUNCEMENT**

Our organization is pleased to announce the following job opening. Contact our Administration department at 2145 5<sup>th</sup> Avenue for a job description and application (completed application is required). For additional information call the Personnel Department at: (530) 534-5394 ext. 259. <http://www.frth.org/jobs>

## **JOB TITLE: Purchased/Referred Care (PRC) Clerk**

**SUMMARY:** As a part of the Health Information, this position is detail-oriented and responsible for a wide range of patient services related to the Purchased/Referred Care (PRC) program and activities of FRTH. This position helps to ensure that the department meets the organization's PRC and patient eligibility requirements. Provides PRC financial support for approved referrals of patients eligible under organizational and Indian Health Service policies and procedures. Under supervision, maintains the appropriate systems of payment authorization and follow-up and maintains an up-to-date and accurate record of all expenditures and obligations through the PRC system.

### **QUALIFICATIONS:**

1. High school graduate or GED equivalent.
2. Two (2) years experience in medical office area and/or at least one (1) year in Purchased/Referred Care (PRC).

**DEPARTMENT:** Health Information

**LOCATION:** Oroville Clinic

**GRADE LEVEL:** 5

**DATE POSTED:** 06/15/2018

**CLOSING DATE:** 06/22/2018

**PLEASE NOTE:** Indian Preference applies if proof is attached to your application.