



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Medical Support Assistant-Dental	Open Date:	August 1, 2019
SL Program:	Health Center	Close Date:	August 15, 2019

Position Objective: This position is responsible for providing administrative support and select patient services in support of the Spirit Lake Health Center (SLHC) Dental Clinic.

Major Duties & Responsibilities

- Answers telephone and greets visitors and refers to other programs as appropriate; provides information and assistance; schedules appointments; resolves problems; prioritizes questions and concerns for supervisor’s attention.
- Establishes and maintains patient records; ensures record is current, accurate and complete for each patient seen.
- Schedule appointments and follow up appointments; and, provides information regarding assisting agencies when necessary.
- Creates monthly, quarterly, and annually reports for the Dental program from information received from staff, memoranda, social summaries, patient records, and referrals; provides other reports in accordance with established schedule and format as requested.
- Maintains system for Dental program materials, including maintaining adequate supply of required forms/documents, regulation interagency forms, resource files and other information suitable for client use.
- Creates, composes, edits, produces and/or distributes varied correspondence, reports, meeting minutes, advertisements, mailings, notices and other materials; obtains, organizes, and plans suitable presentation of content; reviews work for format consistency, grammatical construction and typographical accuracy; presents finished materials for review, or distributes.
- Collects time sheets and/or payroll information, posts leave, overtime and compensatory time to the appropriate forms and/or system, enters time data into payroll system, and submits in a timely fashion.
- Prepares requisitions for supplies as needed.
- Keeps work areas neat and orderly and bulletin boards current.
- Assists with implementation of policies and development of procedures.
- Participates on performance improvement teams and other committees as assigned.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA) and the Privacy Act of 1974.
- Performs related duties.

Qualifications, Experience and education required:

- One (1) year of administrative office support experience sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems. Experience in a dental clinic setting is preferred.
- Knowledge of HIPAA and the Privacy Act of 1974.
- Knowledge of patient registration principles.
- Knowledge of medical terminology used in dental health.
- Knowledge of modern office practices and procedures.
- Knowledge of the correct and effective use of English, including grammar, spelling, and punctuation.
- Knowledge of department's policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles.
- Ability to work with personal computer and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to organize the multiple demands of the job.
- Skill in prioritizing and organizing work, and maintenance of files and records.
- Skill in the provision of customer services.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

Job Role:	Dental Clinic	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Supervision	Dental Supervisor
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
------------------------------	---