



PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
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**JOB ANNOUNCEMENT**

**POSTING DATE: 01/23/2010**  
**POSTING DATE ENDING: 02/03/2012**  
**(POSTED IN AND OUT)**

**TITLE: CONTRACT HEALTH CLERK I**

**LOCATION: ISLETA HEALTH CENTER**

**NO. OF POSITIONS: 1**

**POSITION #S: 26049 POSTING #S: 007**

**STATUS: NON-EXEMPT**

**GRADE: A2 SALARY: \$10.22/hr to \$14.61/hr**

**DESCRIPTION OF WORK**

**General Statement of Duties:** Provides support and technical assistance to the Contract Health Services (CHS) office and patients seeking CHS services.

**Supervision Received:** Supervised by Contract Health Manager.

**Supervision Exercised:** None.

**DUTIES AND RESPONSIBILITIES:**

1. Records and organizes patient and referral information for review.
2. Makes a preliminary assessment of eligibility for Isleta CHS services with consideration of factors such as tribal descendency, patient age, place of residence, availability of alternative resources, student status, etc.
3. Collects information and support documentation necessary for determination of eligibility and availability of alternate resources.
4. Identifies alternate resources available to patients, including Medicare, Medicaid, Veterans Administration benefits, Children's Medical Services, disability programs, private insurance, Workers Compensation, state and voluntary health programs and any other applicable resource.
5. Prepares Alternate Resource Liability forms when appropriate for the recovery of medical costs resulting from third party negligence.
6. Sets appointments with providers in accordance with guidelines and notifies/reminds patients of same. Assists patients with transportation arrangements, as necessary.
7. Works with professional and paraprofessional staff in case monitoring.
8. Inputs and retrieves information into applicable computer programs (e.g. RCIS)
9. May assist in preparation of program activity and status reports.
10. Provides general secretarial and clerical support for CHS office, including preparation of routine correspondence and organization and maintenance of files.
11. Protects confidential information.
12. Contributes to a positive and professional work environment.
13. Other duties as assigned.

**EDUCATIONAL & EXPERIENCE REQUIREMENTS:**

1. High school diploma or GED.
2. At least two years of experience in a relevant office or health care setting preferred.

**Drug Testing and Criminal Background Check Completed Prior To Employment**

For Additional Information Contact:

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Human Resources Representative  
Pueblo of Isleta  
(505) 766-6621  
[poi70103@isletapueblo.com](mailto:poi70103@isletapueblo.com)

**01/20/2012 HR**