

JOB ANNOUNCEMENT



POSITION: Medical Records Clerk

CLOSING DATE: June 30, 2020, or until filled

APPLY: Jobs@schc.net, please state which job you are applying for

CONTACT: Kelsie Bolaño 385-966-6539

LOCATION: Goshute Tribal Health Clinic (Ibapah, Utah)

SALARY: (DOE 24 -32 Hours per week)

DEFINITION:

This position is a health occupation which there is little or no direct contact with patients. This position has responsibilities into providing information to Physicians, Diabetes Community Health Representative, and working with Contract Health Services out of Elko, NV & Pheonix Arizona area offices. Every time a patient receives health care for the first visit a record is created and put into ECW (eClinical Works), which is maintained for medical observation, surgical interventions, and treatment outcomes by physicians upon request. These records include information that the patient provides concerning his or her medical history, examination results, x-ray, laboratory, diagnostic reports, referrals, and treatment plans. Medical Records Clerk will organize and evaluate records for completeness, evaluate records for accuracy, correct data entry, and information in a timely manner.

DUTIES AND RESPONSIBILITIES:

- Will maintain the Privacy Act by using correct release of information forms in accordance to the Privacy Act and State & Federal Regulations.
- Will be responsible for ordering medical record supplies and overall providing patient charts to physicians upon visits. Number patient charts should be in a numerical order.
- Incumbent serves as Medical Record Clerk performs a variety of functions involved with processing and maintaining medical records per charts and E-filing of patient charts into ECW, which provides health care to outpatient & inpatient charts upon physician request.
- Maintain *Health Information Management* by receiving medical record on every patient registered into the RPMS system & eClinical Works.
- Pulling charts for physicians at the time of doctor appointments, scheduled or walk-ins.
- Review medical records for accuracy, completeness in a timely manner and as per required for Patient Care Component (PCC) data entry and legal consideration.
- Assemble medical records in a proper sequence in numerical order on shelves an ensuring all patient documents are placed in correct tabs ad correctly put into eClinical Works.
- Prepare written reports on weekly basis on Government Performance and Results Act.

- (GPRA). Monthly report for the quarterly report to the Tribal Health Director and route incomplete medical records to the appropriate provider for correction and submit all complete Patient Care Component (PCC) forms to date entry, (RPMS/eClinical Works).
- Release Health Information from medical records according to Federal, Privacy Act and State Regulations to prevent improper disclosure of sensitive health information in which medical records are protected by the Privacy Act and the Confidentiality of Alcohol and Drug Abuse Patient Records Regulations.
- Purge and thin medical record charts as documented. Archive all deceased charts as recommended.

QUALIFICATIONS:

- A candidate must have a high school diploma, or GED, and a Valid Utah or Nevada State Driver License.
- Preferred; applicant must have experience in a medical records department and have experience working in a medical clinical setting and be willing to obtain additional education training for these duties.
- Must complete an online *Compliance Training* and *Basic First Aid*.
- Must have knowledge of Rules and Regulations of the Privacy Act and Freedom of Information Act of processing procedures for legal consideration of releasing of patient medical information.
- Must adhere to PATIENT CONFIDENTIALITY and Health Insurance Portability and Accountability Act (HIPPA) – Compliance training is a MUST.
- Must be able to greet and talk with all people in a soft, respectable, and professional manner on the phone and in public.

PREFERENCE WILL BE GIVEN TO QUALIFIED TRIBAL MEMBERS AND THEN APPLICANTS WHO MEET THE CRITERIA AS SET FORTH UNDER GOSHUTE TRIBAL PERSONNEL POLICY.

Applicant can obtain an application from the Tribal Secretary at the Goshute Tribal building and include your resume, work references, e-mail, & telephone numbers for interview contacts – Submit application to the secretary.

SIGNATURE

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or departmental needs.

Signature

Date