



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

**** AMENDED ****

POSTING NO: 020-20

OPENING DATE: 01/03/2020

CLOSING DATE: 01/17/2020

POSITION: Health Information Clerk
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Part Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Health Information Manager
BACKGROUND LEVEL: Child/Elder

POSTED: IN/OUT

JOB PURPOSE: Responsible for providing records management support to include scanning, classification, storage, archival, and retrieval of medical records. Follows HIPAA guidelines, Privacy Act and other applicable confidentiality standards; uphold highest standards of privacy and confidentiality. Ensures that all policies and procedures are observed.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Processes incoming and outgoing medical records requests in a timely manner. Documents and logs medical records.
- Print medical records from electronic health records (EHR) and copies records from paper chart to be released in accordance with established policy and procedure, legal, and regulatory guidelines.
- Maintains all medical release forms for the various departments at the Isleta Health Center and; enters tracking data into Resource and Patient Management System (RPMS).
- Follows-up with outside source requesting medical records for collection of fees.
- Performs administrative duties; answers telephones; respond to inquiries from staff and the public regarding medical documents, searches for and provides information and copies of official documents; solve routine problems associated with locating records and documents.
- Scans health care related documentation into the VistA imaging system to include Release of Information forms, Power of Attorney and other legal documentation; performs image manipulation as required by the limits of the imaging system.

- Inputs data and data elements for Physical Therapy into RPMS and verify accuracy of data entry according to procedures.
- EHR audit for PCC's and missing items in the chart to include Physician date and signature for authentication.
- Evaluate chart for missing documentation, authentication and addressing deficiencies for Pharmacy medication requests.
- Ensures adequate documentation for each patient encounter and assists in the accountability of PCC's for each patient encounter.
- Retrieves patient identification information from RPMS System; checks for errors in patient identification; assists with PCC data entry as needed.
- Daily audits of EHR for correctness and completeness.
- Maintains various logs of daily activities in order to prepare monthly data and operating activity.
- Purges old records or documents for storage or destruction in accordance with established protocol.
- Pulls and delivers paper charts to designated departments or clinics.
- Assigns new patient medical record number.
- Represents the Pueblo with dignity and integrity in all relationships with staff and the public.
- Orders, receives, and maintains office supplies as needed.
- Performs other duties as assigned and required by HIM standards, updates, and technology changes.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- One year of administrative/clerical experience in the medical field.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements, including patients' rights and confidentiality (HIPAA).
- Knowledge of Resource Patient Management Systems (RPMS) and related systems.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of medical terminology.
- Knowledge of medical record organization.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to retrieve and maintain the terminal digital filing system.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Extensive brisk and quick walking to destination to deliver the requested medical chart.
- Work requires ability to read a computer monitor, clinical routing slips and computer outputs.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.