



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

**POSTING NO: 008-24**

**OPENING DATE: 01/19/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

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

**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 provide written copy of immunization record prior to employment.
- Must pass background check for position.
- 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.