

## **JOB ANNOUNCEMENT**

**Position:** Health Information File Clerk  
**Grade:** \$15.32 hr. (Grade 14, Step 01)  
**Department:** Health Information Management Department  
**Supervisor:** Health Information Manager  
**Classification:** Non- Exempt  
**Location:** OCHF

**OPENS: August 4, 2021**

**CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**Special Considerations:** This position is subject to suspicion less (random) drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal health data. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

**JOB FUNCTION:** This position is located in the Health Information Management Department of the Owyhee Community Health Facility and serves as the Health Information Clerk performing a variety of health information functions. The incumbent performs duties and responsibilities for scanning, releasing of information, the retrieval of health records, processing and maintaining of health records, the Master Patient Indexing, and other related duties for ensuring the information of the health record is accurate and in compliance with regulatory requirements.

**MAJOR DUTIES:**

1. Timeliness, accuracy, and organizational skills are essential to ensure that information becomes available for patient care. Communication skills are required to properly coordinate record transfers, record follow-up, and record scanning, and indexing functions with clinical team members.
2. Sort's clinical and administrative health record reports received daily and receipts, scans and indexes-to notes title-and integrates into the RPMS EHR through Vista Imaging software. Scanning is done on a timely basis and within established guidelines to ensure information becomes available for patient care.
3. Conducts random quality audits to ensure integrity of scanned images, and makes the proper disposition of documents according to established guidelines.
4. Receives routine releases of information (immunization records, physical exam reports, eye prescription, etc.), processes accordingly.
5. Maintains an accounting of disclosures log of all requests for information received and disclosed that's required by HIPAA and HITECH Act.
6. Communicates with clinical team members and consulting providers to properly coordinate health information record transfers and follow up in a smooth flow and in a timely manner.
7. Assists with maintaining health record number log for active and inactive records along with the Master Patient Indexing System; and maintains the deceased patient log by updating patient registration information.
8. Purges inactive records for transmittal to records archiving storage center as needed.
9. Provides customer service by greeting customers, patients, and co-workers in a respectful and helpful communicative manner.
10. Promptly informs supervisor of any unusual complex or problem situations confronting the daily operations that cannot otherwise be resolved.
11. Must be responsible for ensuring the security and confidentiality of the EHR and all systems used for collecting patient information by exiting (logging off) the system when leaving the workstation terminal.

12. Must be flexible in order to undertake a variety of other duties as assigned by supervisor

### **EDUCATION, WORK EXPERIENCE, AND KNOWLEDGE REQUIRED BY THE POSITION:**

1. Must be a High School graduate or have successfully completed the G.E.D. Program.
2. Must have worked 6 months in a healthcare setting.
3. Must be able to demonstrate knowledge of basic computer literacy skills, information systems used and current computer technology regarding imaging and scanning applications.
4. Must demonstrate knowledge of laws and regulations in the (HIPAA, HITECH Act), and procedures on the security and confidentiality of health records for informed consent to release and disclose of information from the health record; and must be conscientious regarding the confidentiality of the variety of material that will be handled.
5. Must demonstrate at least 40 or more wpm that is required to perform data entry responsibilities.
6. Must demonstrate knowledge of filing sequence of both administrative and health records in order to properly index and scan information into RPMS EHR as well as filing various documents in the paper record.

### **SUPEVISORY CONTROLS:**

The Health Information Manager defines the overall goals and priorities of the work and helps the incumbent with unusual situations, which do not have clear precedents. The incumbent is expected to plan and carry out assignments independently and handle problems and deviations using established policies, instructions, and accepted practices in health information management. Work is reviewed for results achieved, technical soundness and conformity to health record policy and requirements.

### **GUIDELINES:**

Guidelines include a variety of technical instructions, clinical ambulatory regulations, regulatory requirements, and established procedures governing the health records, i.e., medical dictionaries, Staff Bylaws, Rules and Regulations, AAAHC Manuals, Medical Terminology guides, etc. The number of guidelines and work situations require the employee to use judgment to identify and select the most appropriate guidelines, reference and/or procedure in making minor deviations to adapt the guidelines to specific cases. The employee refers situations to which existing guidelines are not applicable to the supervisor.

### **COMPLEXITY:**

The work includes performance of different and varied health record processes and methods. Assignments are to solve routine problems of limited complexity. The work consists of duties involving related steps, processes, or methods such as compiling and retrieving health record data in accordance with established procedures. Decision about what needs to be done require the incumbent to determine the relevance of many facts

and conditions; analyze the information required or requested; the legal and regulatory requirements and other variables. The work involves analyzing and interpreting conditions and elements to correct inconsistencies or discrepancies in the health record.

**SCOPE & EFFECT:**

The work involves performance of a variety of health record functions resolving problems according to established health record policy, rules, and regulations. The work has a direct effect on the accuracy and reliability, acceptability, and accountability of health information services provided.

**PERSONAL CONTACTS:**

Contacts are with employees within the Owyhee Community Health Facility, individuals from other agencies, companies, tribal employees, and the general public where the purpose of the contact is to provide and obtain information.

**PHYSICAL DEMANDS:**

Work is primarily sedentary. The employee sits comfortably to do the work. There is a good amount of walking and carrying of light items such as files or manuals. Work does not require any special physical demands.

**WORK ENVIRONMENT:**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting or training rooms. The work areas are adequately lighted, heated, and ventilated.