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**Karuk Community Health Clinic**  
64236 Second Avenue  
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Happy Camp, CA 96039  
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**Karuk Dental Clinic**  
64236 Second Avenue  
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Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

(Internal Posting)

**Title:** Health Information Management Clerk

**Reports To:** Medical Clinic Manager

**Location:** Happy Camp, CA

**Salary:** \$16.50 to \$30.00 per hour, depending on experience

**Classifications:** Full Time, Non-Exempt, Non-Entry Level

**Summary:** Shall work under the direct supervision of the Medical Clinic Manager and shall receive guidance from the RPMS Site Manager and Clinical Applications Coordinator (CAC) to manage and administer the Electronic Health Record (EHR) and shall fulfill all Vista Imaging scanning requirements related to the EHR in a timely manner. The Health Information Clerk shall audit electronic records according to a schedule developed by quality management and shall comply with AAAHC Clinical Records and Health Information standards. In regards to the paper records the Health Information Clerk shall ensure their security, confidentiality, and physical safety, and shall supervise maintenance, storage, and appropriate access.

**Application Deadline: November 2, 2023 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

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### **Responsibilities:**

1. Shall consistently maintain the confidentiality, security and physical safety of all (electronic and paper) patient health records.
2. Shall scan all non-electronic patient data into health record which may include records from outside providers, DEA scripts, release of information, and consultant reports.
3. Shall scan and send electronically all patient data (consultant reports, EKG's, hospital reports, etc.) received to the provider for signing.
4. Shall respond to release of records or information in accordance with policy and procedures and maintain a record of all documents released.
5. Shall supervise the collection, processing, maintenance, storage, timely retrieval, distribution, and appropriate access to the paper records.
6. Shall complete Incident Reports on missing records.
7. Shall log health records in and out per request of persons with a need to know, or of any transfers.

8. Shall comply with AAAHC Clinical Records and Health Information standards.
9. Shall comply with applicable federal, state, and local regulations (i.e. HIPAA, HITEC).
10. Shall audit electronic records and report findings to the ACQI Committee according to a schedule developed by quality management.
11. Shall attend all Medical Records meetings and actively participate in discussions.
12. Shall provide backup for other front office activities.
13. Shall be readily available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
14. Is polite and maintains a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. At least one year experience in medical office is preferred.
6. At least one year experience with RPMS/EHR is preferred.

**Requirements:**

1. Must have a High School Diploma or equivalent.
2. Must possess excellent computer skills and knowledge to generate reports and graphs for audits and reports.
3. Must have an understanding of the sensitivity and confidentiality status of the patients' information and strictly adhere to confidentiality policy.
4. Must have an understanding of medical terminology.
5. Must possess valid driver's license and be insurable by the Tribe's insurance carrier.

6. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine Must test for TB at time of hire and per CDC guidelines as required. Must have an annual health exam and a Flu Immunization and a COVID-19 vaccination or exemption as required.
7. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01 Tribal Preference shall be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: February 12, 2015**

**Revised: August 16, 2018, February 23, 2023**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_