

# **Data Entry Clerk Certified Medical Coder Administrative Supervisor**

**Reports to:** Yreka Clinic Physician

**Supervises:** Medical Receptionist, Clinic Transporter, Patient Eligibility Worker

**Location:** Yreka Clinic

**Salary:** \$11.00 to \$15.00 per hour, depending on experience

**Summary:** The Data Entry Clerk/Certified Medical Coder/Administrative Supervisor shall work in the health support services department under the direct supervision of the Database Administrator with support from the Executive Director of Health and Human Services and Clinic Physician on clinic staffing issues. Shall be responsible for the maintenance, confidentiality and security of all Patient Care Component (PCC)/Patient Registration forms. Shall be responsible to enter PCC Data in an efficient and timely manner. Shall work closely with the CQI department to assure compliance with applicable Healthcare standards. Shall oversee ICD, CPT, E/M, and HCPC coding for all the medical visits at the clinic location she is assigned. Shall work closely with other data entry staff, Medical Providers, and other coders.

**1) What are your typical job responsibilities?**

Enter medical data, code daily medical visits, register patients, update patient information, supervise medical receptionist and patient eligibility clerk, order medical office supplies, keep building maintained and cross trained in medical reception and medical records.

**2) How do you *really* spend your day?**

Doing pt registration, data entry, dealing with every day problems and needs for the clinic.

**3) How do you organize your day to ensure you get everything done?**

I try to stick to a schedule, but I often get behind because I am covering for other staff that is out.

**4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?**

I moved back to the area to be close to my family and a job for the tribe became available so I applied.

**5) Uppers; what is the thing that you love most about your job?**

I love helping people, I love the flexibility, I love working for MY tribe and being a positive role model for my kids.

**6) Downers; what is the thing that you love least about your job?**

A lot of extra work, no appreciation. Staff turn over.

**7) What inspires, excites, and/or motivates you in your job?**

I like where I work, my hours and my job. I also like idea the medical clinic moving forward with the electronic health records.

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

Work in office M-F. I am the on call person for our alarm system so when anything happens here at the clinic before/after hours I come take care of the matter.

**9) How do you relieve stress?**

Spending time with my family.

**10) Does your job include a lot of traveling? Do you enjoy it?**

Some occasional travel, I do like it.

**11) What advice would you give to someone interested in this line of work?**

You have to be reliable, dependable, know the basic functions of a clinic, take a professional coder course, know medical terminology. Must be multi-tasked!!!

**12) What does a typical day in your world look like?**

- ✓ Get to work between 7-8am
- ✓ Walk through the building: assess the day,
  - who is here
  - who is not
  - do I need to cover a position
  - tasks that need attention
    - building maintenance (what needs attention, shovel snow, scatter ice melt)
    - car maintenance/schedules
    - meetings scheduled
    - supplies that need to be ordered, get purchase order, track order
    - staff time sheets/time off requests
- ✓ Check messages
- ✓ Gather charts for data entry
- ✓ Gather patient registrations that needs to be done
- ✓ Code medical visits
- ✓ Enter medical visits
- ✓ Update patient charts as needed
- ✓ Miscellaneous duties that come up through out the day
  - Errands for the clinic
  - Errands for happy camp staff
  - Clinic problems that need to be addressed
  - Billing questions that need answered
  - Reports that need to be done
  - Trainings that need to be scheduled
  - Schedules that need to be changed
- ✓ And of course other duties as assigned.