

POSITION DESCRIPTION

Title: Medical Records Clerk/Medical Assistant

Reports To: Clinic Supervisor

Location: Happy Camp

Salary: \$9.00 to \$12.00, depending on experience

Summary: As the Medical Records Clerk shall be responsible for a medical records system that permits prompt retrieval of information. Shall be responsible to maintain a system for the collection, processing, maintenance, storage, retrieval and distribution of medical records. Shall work with the QM Department to comply with JCAHO/AAAHHC standards and shall collect and monitor data specifically related to the Management of Information standards.

As the Medical Assistant shall provide medical and nursing support services. These include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall under supervision perform CLIA waived laboratory tests. Shall document in accordance with the established PCC policy. Shall provide assistance to the clinic nurse with special patient educational programs. Shall work as a team member and comply with JCAHO/AAAHHC standards. Shall have knowledge of and understand clinic policy and procedures.

Classifications: Full Time, Regular, Non Exempt, Non Entry Level

Medical Records Responsibilities:

1. Consistently maintains the confidentiality, security and physical safety of patient's health records.
2. Competently maintains the unique identification of each patient's health record.
3. Consistently supervises the collection, processing, maintenance, storage, timely retrieval and distribution of health records.
4. Appropriately maintains a predetermined, organized health record format.
5. Proficiently reviews health records for completeness and notify Receptionist when personal data needs updating.
6. Proficiently reviews health records to determine if they are legible, properly charged and signed.
7. Efficiently completes Incident Reports on missing records and recording errors.

8. Competently logs in and out of health records per request of persons with a need to know, or of any transfers.
9. Adequately establishes and monitors retrieval rates and turnaround times.
10. Proficiently responds to release of records or information in accordance with policy and procedures.
11. Coordinates appropriately for billing packet to be submitted to billing clerk.
12. Efficiently collects and monitors data specifically related to the Management of Information standards for Ambulatory Healthcare.
13. Is readily available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
14. Is courteous in accepting other job duties as assigned.

Medical Assistant Responsibilities:

1. Competently provides medical and nursing support services, which include phlebotomy, injections, and brief assessments such as vital signs, height and weight and reason for visit.
2. Accurately documents using approved PCC policy.
3. Diligently under supervision performs CLIA waived laboratory test.
4. Appropriately provides assistance to the clinic nurse with special patient educational programs.
5. Consistently schedules referral appointments and notifies Contract Health Services of all referrals.
6. Courteously works as a team member and complies with JCAHO standards.
7. Adequately assists in clinic management, which includes keeping patient areas clean and safe, cleaning equipment and maintaining supplies and the taking of inventories as directed.
8. Appropriately assists the Clinic Physician and the Family Nurse Practitioner as necessary.
9. Cooperatively participates in cross training both to learn and teach in other clinical duties including but not limited to sterilization, tele-medicine, and lab responsibilities.
10. Is readily available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
11. Is courteous 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.

Requirements:

1. Must have High School Diploma or equivalent.
2. Must have one year experience in Medical/Dental office procedures. Two years experience as Medical Assistant or CNA, certification in Phlebotomy, and State of California certification in HIV Pre/Post Test Counseling are preferred.
3. Must have an understanding of the sensitivity and confidentiality status of the patients' information.
4. Must have an understanding of Medical/Dental terminology.
5. Must become certified and remain current in infant, child and adult CPR.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must strictly adhere to confidentiality and HIPAA policies.
8. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
9. 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.

Council Approved: Revised August 11, 2005

Chairman's Signature: _____

Employee's Signature: _____