

## **POSITION DESCRIPTION**

**Title:** Medical Records Clerk

**Reports To:** Clinic Supervisor

**Location:** Happy Camp

**Salary:** \$9.00 to \$10.00, depending on experience

**Summary:** Shall work under the supervision of the Clinic Supervisor and 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 CQI Department to comply with JCAHO/AAAHC standards and shall collect and monitor data specifically related to the Management of Information standards.

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

**Responsibilities:**

1. Shall consistently maintain the confidentiality, security and physical safety of patient's health records.
2. Shall competently maintain the unique identification of each patient's health record.
3. Shall consistently supervise the collection, processing, maintenance, storage, timely retrieval and distribution of health records.
4. Shall appropriately maintain a predetermined, organized health record format.
5. Shall proficiently review health records for completeness and notify Receptionist when personal data needs updating.
6. Shall proficiently review health records to determine if they are legible, properly charged and signed.
7. Shall efficiently complete Incident Reports on missing records and recording errors.
8. Shall competently log in and out of health records per request of persons with a need to know, or of any transfers.
9. Shall adequately establish and monitor retrieval rates and turnaround times.

10. Shall proficiently respond to release of records or information in accordance with policy and procedures.
11. Shall coordinate appropriately for billing packet to be submitted to billing clerk.
12. Shall efficiently collect and monitor data specifically related to the Management of Information standards for Ambulatory Healthcare.
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 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 years experience in Medical/Dental office procedures.
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 possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must strictly adhere to confidentiality and HIPAA policies.
7. Must provide documentation of immunity to measles, rubella and /or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
8. 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:** \_\_\_\_\_