

Position Description

Title: Medical Records Clerk II

Reports to: Clinic Physician

Supervises: Medical Records Clerk I

Location: Yreka Clinic

Salary: \$11.00 to \$12.00 per hour, depending on experience

Classification: Full Time, Regular, Non-Entry Level, Non Exempt

Summary: Shall retrieve and interview incoming patients to obtain or update required patient information. Shall answer and route telephone calls and respond to telephone and in person requests for clinic information. Shall demonstrate knowledge of and enforce KTHP policies and procedures. Shall access the RPMS Data System and demonstrate proficiency in relation to RPMS packages, related job duties, within a need to know basis. Shall perform all Medical Records duties as assigned. Shall work with the entire healthcare team to promote a positive attitude and an environment of patient-centered service, continuous quality improvement, compliance with Ambulatory Healthcare Standards and other statutory requirements.

Responsibilities:

1. Exhibits responsibility supervising the Medical Records Clerk I.
2. Accurately provides patients with the required medical records forms, assist patients in completion of approved forms, and demonstrates knowledge of necessary forms.
3. Sufficiently ensures the confidentiality, security and physical safety of patient's health records.
4. Accurately maintains the unique identification of each patient's health record.
5. Competently supervises the collection, processing, maintenance, storage, timely retrieval and distribution of health records.
6. Competently maintains a predetermined, organized, and accurate health record format.
7. Accurately reviews health records for completeness and notifies receptionists when personal data needs updating.
8. Accurately reviews health records to determine if they are legible, properly charged and signed.
9. Appropriately completes Incident Reports on missing records and recording errors.

10. Demonstrates authority in the logging in and out of health records per requests of persons with a need to know, or of any transfers.
11. Appropriately monitors retrieval rates and turnaround times of patient health records.
12. Accurately responds to release of records, or information in accordance with current KTHP policies and procedures.
13. Demonstrates the ability to collect and monitor data specifically related to the Management of Information Standards for Ambulatory Healthcare.
14. Is capably available for local and out of the area travel as required for job related training.
15. Consistently attends all required meetings, and functions as requested.
16. 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. Demonstrates 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 possess high school diploma or equivalent.
2. Must have one years experience in Medical Records position.
3. Must demonstrate and competently understand the sensitivity and confidentiality status of the patients' information.
4. Must demonstrate an understanding of medical terminology.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to the 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 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 will be observed in hiring.

Council Approved: April 14, 2005, Revised August 16, 2007, Revised January 5, 2009

Chairman's Signature: _____ **Date** _____

Employee's Signature: _____ **Date** _____

****Employee must sign position description annually, during their evaluation.**