



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Medical Records Specialist
SUPERVISOR: PCHC Financial Manager
LOCATION: Peter Christensen Health Center
POST DATE: November 26, 2018
CLOSING DATE: December 10, 2018

General Description: The primary responsibility of the Medical Records Department is to collaborate with other departments within the Peter Christensen Health Center and with outside vendors.

Qualifications: High School diploma or equivalent required. Associate Degree in Health Information preferred.

Salary: \$11.00-\$14.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Medical Records Specialist

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: PCHC Financial Manager (interim supervisory)

D. DESCRIPTION OF DUTIES: The primary responsibility of the Medical Records Specialist is to compile, process and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care. Specific responsibilities include, but are not limited to the following:

1. Scan and receive medical records for clinic staff and community health staff.
2. Receive, sort and scan loose medical record documents.
3. Sort and deliver all information coming off of the fax machine and through the mail
4. Perform all medical record release requests in a timely manner.
5. Assist patients with medical record release requests from and to other facilities.
6. Complete release of information requests and log in a timely manner.
7. Review and update policies and procedures on a yearly basis.
8. Understand the principles of Quality Improvement and participates in appropriate QI projects.
9. Understand and practice the principles of HIPAA standards and organization requirements.
10. Answers telephone calls from staff, patients and external organizations requesting medical records processing or inquires.
11. Attend training as requested.
12. Maintain release of information requests and log in a timely manner for invoicing.
13. Process medical records disks and network faxing.
14. Identify appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as process improvement is occurring.
15. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow up.
16. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Heavy, frequent contact with co-workers, customers, patients and visitors.
2. **External:** Occasional contact with vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from the assigned staff of the Peter Christensen Health Center.

H. EDUCATION: High School diploma or equivalent required. Associate Degree in Health Information preferred.

I. EXPERIENCE: At least two (2) years medical office experience. Knowledge of computer scanning, fax machine and copier use.

J. SKILLS:

- 1) Prioritize and plan work activities to use time effectively and maintain a productive workflow.
- 2) Approach others in a tactful manner.
- 3) Ability to maintain professionalism under stressful conditions.
- 4) Ability to demonstrate thoroughness and accuracy while monitoring own work to ensure quality.
- 5) Manage competing demands, changing approaches and methods to best fit the situation.
- 6) Ability to correctly complete tasks in a timely manner while following policy and procedures.
- 7) Ability to manage difficult or emotional situations.
- 8) Promptly to respond to patient/organizational needs and requests.
- 9) Ability to understand and utilize varying office equipment including a computer and learning the electronic health record system.
- 10) Business phone etiquette.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Office setting where the pace of work can be stressful and busy at times.
2. **Exposure to Hazards:** May be potentially exposed to communicable disease.
3. **Physical Requirements:** Prolonged sitting, with occasional walking and standing. Constant lifting of negligible weight and up to 10lbs. occasionally.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Medical Records Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Must attend all mandatory meetings and participate in training and development activities. Must submit to a drug test prior to commencing employment and random testing

thereafter. Criminal background check required applicable to the job description. Must be Basic Life Support certified or able to obtain certification within 6 months of hire. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Employee **Date**

Manager **Date**

HR Director **Date**

Health Director **Date**