



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Medical Records Technician

Open Date:

May 4, 2017

Position Objective: The purpose of this position is to perform Medical Records Technician duties in support of the Medical Records Department.

Major Duties & Responsibilities

- Maintains medical records operations by following policies and procedures; reporting needed changes.
- Initiates medical records by identifying existing patient records or need to assign a new number; interacting with registration areas and physicians' offices for information verification; processing or creating the record folder.
- Ensures medical record availability by routing records to physicians; maintain chart location systems.
- Scans medical documents into Vista Imaging, based on specialties and also specific locations of the medical record.
- Files documents into the paper record (to include scanned documents, health summaries, releases and any records that are maintained within the paper chart).
- Receives and process releases of Information to various entities (ex: patients, outside providers/facilities).
- Ability and/or desire to learn the analyzing and coding process.
- If trained in analyzing and coding process, the following will apply: completes medical record by reviewing information; notifying health care providers of record deficiencies; tracking outstanding records; Resolves medical record discrepancies by collecting and analyzing information. Maintains historical reference by abstracting and coding clinical data, such as diseases, operations, procedures, and therapies, using standard classification systems; filing documents.
- Provides medical record information by answering questions and requests of patients, hospital staff, law firms, insurance companies and government agencies.
- Maintains patient confidence and protects clinic operations by keeping information confidential; following release of information protocols.
- Maintains the stability and reputation of the clinic by complying with legal requirements.
- Keeps equipment operational by following manufacturer's instructions and established procedures.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Contributes to team effort by accomplishing related results as needed.

Qualifications, Experience and education required:

- High School Diploma or GED.

- Data Entry experience.
- Must have Strong Computer Skills including EMR experience.
- 1-2 years of Medical Records Experience.
- Good interpersonal skills.
- Good verbal and written communication skills.
- Knowledge of medical and pharmacy terminology.
- General knowledge of pharmacy regulations as they pertain to monthly physician order sheets and medication administration records.
- Ability to read, write, speak and understand the English language.
- Excellent customer service skills and ability to maintain composure on phone when handling customer calls.
- Ability to work independently, meet deadlines and be flexible.
- Ability to perform tasks accurately and efficiently when inputting information.
- Intermediate typing/keyboarding skills.

Job Role:	Medical Records	Company Industry:	Spirit Lake Tribe
		Closing Date:	May 19, 2017
Employment Status:	Full- time	Supervision	
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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