



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

Job Title:

Medical Records Technician

Open Date:

March 18, 2019

Position Objective: This position performs medical record technician duties in support of the Spirit Lake Health Center (SLHC) Health Information Management Department.

Major Duties & Responsibilities

- Initiates medical records by identifying existing patient records or need to assign a new number; interacting with registration areas and physician offices for information verification; and processing or creating the record folder.
- Ensures medical record availability by routing records to physicians; maintain chart location systems.
- Scans medical documents based on specialty and location of the medical record.
- Files document sin to the paper record, including scanned documents, health summaries, releases, and any records that are maintained within the paper chart.
- Receives and processes releases of information to various entities.
- Provides medical record information by answering questions and requests of patients, hospital staff, law firms, insurance companies and government agencies.
- Performs the following duties if trained in analyzing and coding process:
- Completes medical record by reviewing information; notifying health care providers of record deficiencies; and tracking outstanding records.
- Collect and analyze information to resolve medical record discrepancies.
- Maintain historical reference by abstracting and coding clinical data such as disease, operations, procedures, and therapies using standard classification systems and filing documents.
- Keeps equipment operational by following manufacturer's instructions and established procedures.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Qualifications, Experience and education required:

- High school diploma or equivalent and one year of medical records and data entry experience.
- Demonstrated computer skills and experience working with electronic health records.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.
- Data Entry experience.
- 1-2 years of Medical Records Experience.

- Good interpersonal skills.
- Good verbal and written communication skills.
- Knowledge of medical records requirements and functions.
- Knowledge of pharmacy regulations as they pertain to monthly physician order sheets and medication administration records.
- Knowledge of medical terminology, pharmacy terminology, and a practical knowledge of medical procedures and diagnosis.
- Knowledge of the IHS automated medical records system.
- Knowledge of computers and job-related software programs and office equipment.
- Ability to work with personal computer and utilize a variety of software applications.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to work independently.
- Ability to read, write and understand the English language.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Skill in interpersonal relations.
- Skill in keyboarding, typing, and data entry.

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| Job Role: | Medical Records | Company Industry: | Spirit Lake Tribe |
| Employment Status: | Full- time | Closing Date: | April 1, 2019 |
| Monthly Salary Range: | DOQ | Supervision: | Department Supervisor |
| Number of Vacancies: | 1 | Manages Others: | No |

Please Send Application to:

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|-----------------|---------------------------------------|-------------------------|--|
| Name: | Spirit Lake Human Resource Department | Email: | ndemarce@spiritlekenation.com or normar@spiritlekenation.com |
| Address: | P.O. Box 97 | State | North Dakota |
| City: | Fort Totten, North Dakota | Zip/Postal Code: | 58335 |
| Phone: | 701-381-0204 or 701-381-0361 | Fax: | 701-766-1272 |

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| Application Procedure | Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and |
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| | 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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