



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Medical Records Technician</b>	<b>Open Date:</b>	<b>September 15, 2021</b>
<b>SLT Program:</b>	<b>Spirit Lake Health Center</b>	<b>Close Date:</b>	<b>September 29, 2021</b>

**Position Objective: This position performs medical record technician duties in support of the Spirit Lake Health Center (SLHC) Health Information Management Department. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.**

**Major Duties & Responsibilities:**

- Ensures that confidentiality of patient health records is maintained at all times.
- Interacts with patient registration and business office to verify if the patient currently has an already existing number, that may be in-active or if the patient needs to have a new chart number issued. This is done by researching the electronic health records and the patient registration package for positive verification in order to prevent duplicate charts being created in the RPMS package.
- Ensures medical record availability by routing paper records to the physicians for review and signature, in order to scan the paper record into the Vista Imaging package.
- Scans medical documents into the Vista Imaging package, based on specialty and location of the medical record. Keeps the paper records that are scanned, until Quality Assurance (QA) is done. Responsible for retrieving paper records from the Nurses Station and Pharmacy Department, once or twice a day for scanning.
- Responsible for providing Quality Assurance (QA) on records done by other HIM staff. Employee will not QA the documents they scanned. Employee will not scan any of their own health records or immediate family member's records.
- Receives and processes releases of information to various entities. Enters the release of information into the ROI Package, when release has been completed. An accounting of releases will be kept and given to the HIM Supervisor at the end of each month.
- 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 through EHR; 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. Reports any malfunctions to the HIM Supervisor.
- 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 functions, data entry and/or knowledge/experience in scanning in the Vista Imaging package.
- 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.
- Ability to maintain confidentiality of patient health records at all times.
- 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 orders 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 health 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.

#### **Supervisory Controls**

The supervisor makes specific assignments that are accompanied by clear, detailed, and specific instruction. The supervisor checks completed work for compliance with procedures with instruction, accuracy, adequacy and timeliness.

## Guidelines

Guidelines include Health Information Management policies and procedures, HIPAA and other privacy regulation. These guidelines are generally clear and specific, but may require some interpretation in application.

## Complexity/Scope of Work

The work consists of related specialized duties. Strict regulations and the need for accuracy contribute to the complexity of the position. The purpose of this position is to perform specialized duties in support of the SLHC's medical records functions. Successful performance helps ensure the accuracy of patient medical records.

## Contacts

Contacts are typically with coworkers, patients, health care providers, and the general public. Contacts are typically to exchange information and provide services.

## Physical Demands/Work Environment

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The work is typically performed in an office. While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to manipulate, handle, or feel; and, talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift light objects. The noise level in the work environment is usually quiet.

## Supervisory and Management Responsibility

None

<b>Job Location:</b>	Spirit Lake Health Center	<b>Company Industry:</b>	Spirit Lake Health Center
<b>Job Role:</b>	Medical Records Technician		
<b>Employment Status:</b>	Full- time position	<b>Supervision</b>	SLHC Medical Records Dept. Director
<b>Salary Range:</b>	DOQ	<b>Manages Others:</b>	no
<b>Number of Vacancies:</b>	1	<b>Other:</b>	

**More detailed job description can be picked up in the Human Resource Department for this opening.**

## Please Send Application to:

<b>Name:</b>	Spirit Lake Tribe Human Resource Department	<b>Email:</b>	<a href="mailto:karenj@spiritlakenation.com">karenj@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college graduation/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.
--	---