

Position: Health Information Clerk
Department: Health Information Services
Supervisor: Health Information Manager
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

The purpose of the position is to provide assistance in the Health Information Services Department by maintaining medical records for the Sac and Fox Nation Health Services and performing release of information

Duties and Responsibilities:

- The individual will print an appointment list and routing slips the day before for scheduled appointments and retrieve requested charts for walk-ins.
- Will make sure the PCCs (Patient Care Component) form is dated and stamped with the identification card. Will also note on the bottom left-hand side of the PCC in red ink any allergies the patient may have, write MCR (Medicare), MCD (Medicare/Medicaid) or PI (Private Insurance) if the patient should have alternate resources and print out a current health summary for each visit.
- Re-files all incoming charts by terminal digit order, back in their designated location of the shelf in the main file area. Files all incoming labs, x-ray reports, consultations, and other correspondence reports within a 24-hour period in the patients chart by the Health Information Clerk and will stamp the loose reports with date received.
- Will be responsible for all requests for release of information and must insure that all request are answered within a reasonable time frame. Any health information related to Behavioral Health Clinic will have to be pre-approved by the Health Information Manager prior to sending out. Must maintain a logbook to record the release of information.
- Will create multiple volume charts as necessary when a patient record becomes too thick.
- Will take appropriate steps to archive records of deceased patients and log the death information into the RPMS Patient Registration System.
- Responsible for conducting chart reviews of release of information that was performed during each month and submitted to the Health Information Manager by the 10th of each month.
- Will perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Must have three (3) years of clerical experience, including medical office procedures and be familiar with all procedures of the health information department along with general knowledge of clinic operations. Must be computer proficient, exhibit excellent communication skills, oral and written. Must also possess knowledge of medical terminology, anatomy, and physiology.
- Be able to withstand the pressure of repeated interruptions, possess ability to maintain composure and use good judgment. Is in direct contact with patients, visitors, medical staff, other professionals, and must maintain a pleasant, courteous tactful attitude at all times.

- Thorough knowledge of clinic procedures of receiving and following through on patient requests for care or treatment. Knowledge of internal organization and contents of patient's health records in order to search records and extra data.
- Have practical use of electronic systems for general clerical support and be proficient at typing.
- Knowledge of legal requirements pertaining to the confidentiality of health records and the Privacy Act of 1974.
- Knowledge of the Sac and Fox Nation Policies and Procedures Manual and Health Information Department Policies and Procedures Manual.

Supervisory Controls:

- Work is performed under the general supervision of the Health Information Manager, who provides instructions on new or changed procedures.
- Work is primarily reviewed in terms of overall efficiency in processing requests for release of information in a timely manner, keeping loose reports filed daily, and have medical charts prepared for the next work day.

Complexity:

- Involves knowledge of medical terminology, anatomy, physiology, and the Privacy Act of 1974.

Physical Demands:

- Work is with some sedentary, with walking, standing, bending, typing, and lifting up to 5lbs.

Education and Experience:

- High school graduate or GED equivalent with three (3) years of clerical experience including medical office experience but not limited to health information services. A combination of education and experience considered. Successfully pass an OSBI/National background check.

Printed Signature of Employee

Employee's Signature

Date

Supervisor's Signature

Date