

# TOIYABE INDIAN HEALTH PROJECT INC.

## POSITION DESCRIPTION

**POSITION:** Medical Records Clerk

**SALARY RANGE:** TSS 5

**WORK STATION:** Bishop Clinic

**SUPERVISOR:** Medical Office Manager

**SUPERVISES:** None

**NON-EXEMPT**

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**POSITION SUMMARY:** Responsible for maintaining the patient record system in a professional up-to-date and confidential fashion; allowing easy access to users.

### **QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Two (02) years of general office procedures.
3. Must be highly organized with the ability and willingness to learn from the medical providers on proper techniques needed for patient records, etc.
4. Must have a working knowledge of computer and filing systems with good typing skills.
5. Valid drivers license and insurable with company insurance.
6. Familiar with the aims and objectives of TIHP and express a genuine enthusiasm for its success.
7. C.P.R. certified or certified within three months of hire.
8. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
9. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

### **DUTIES & RESPONSIBILITIES:**

1. Maintain the patient records system to ensure immediate tracking of charts to include records that may be transferred to NIH or any outside facility.
2. Maintain the strictest confidentiality with regards to medical records insuring only appropriate approved staff have access to medical records with the ability to scrutinize any and all inquiries.
3. Will ensure the Medical Records department is secure and when appropriate, front staff are not in attendance, will ensure the Medical front office is securely locked.
4. Responsible for filing all applicable forms, dictation, test results, consultation reports, etc. that have been reviewed and signed by a Medical Provider, in patient charts within a timely and consistent manner.
5. Responsible for development and maintenance of all medical charts including, but not limited to, replacement of old chart files, face sheets, transferring charts to larger sturdier charts when required and creating new charts.

6. Will assist patients with medical record requests, including subpoenas, following applicable regulations, restrictions and guidelines, in accordance with the Indian Health Service Privacy Act.
7. Transfer charts from the front office to the appropriate provider stations (i.e. providers' "in" boxes, pharmacy, lab, etc.), responsible for regular pick-up from "out" boxes throughout the Medical Department (twice in a.m. and twice in p.m.) and transferring records to their appropriate destinations.
8. Monitor the record keeping of all Medical providers, giving feedback to the providers regarding completeness of medical records, timely turnaround time, etc. Ensures the current clinic visit is included in the medical record before the chart is filed.
9. Responsible for attaching forms to appropriate patient charts for providers to complete and transfer charts to the appropriate medical provider (i.e, disability, jury duty excuses, meds to school, etc.)
10. Provide coverage for the Receptionist and Office Manager as needed, working as a team in the front office.
11. Performs any and all chart copying needed.
12. Pick up NIH mail for TIHP providers every morning Monday through Friday.
13. All other job related duties as needed.