



Consolidated Tribal Health Project, Inc.

POSITION DESCRIPTION

POSITION: Health Information /Front Desk Supervisor

DEPT: Front Office/HIM

REPORTS TO: Executive Director

FSLA STATUS: Exempt

SUPERVISES: Health Records/Front Desk Staff

POSTION SUMMARY: Supervises daily activities and staff in the Health Records/Front Desk Department. Maintains an effective department work flow. Maintains organizations HIPAA policy and procedures manual. Maintains individual patient files and numbering system for patient registration. Trains new health record personnel and service unit personnel in proper record keeping procedures and responsibilities through individual and in-service sessions. Maintains guidelines and has the authority to make final decisions on all medical legal aspects of health records, i.e., informed consent, release of information, maintaining patient record confidentiality, third party claims, the Privacy Act. Performs record analysis to ensure proper compliance with established regulations. Ensure that proper index/logs are maintained. Participates in regular audits of health records.

DUTIES AND RESPONSIBILITIES:

1. Provides supervision and guidance to the Health Records Tech, and Front Desk staff, including providing periodic performance evaluation for these employees.
2. Establishes controls and review mechanisms for every procedure to ensure that systems and procedures are being followed correctly.
3. Develops specific objectives, budgets, and performance standards for each area of responsibility. Monitors progress for each area on a daily basis, utilizing quantitative productivity reports.
4. Schedules all providers patient load.
5. Maintain a policy and procedures manual for department.
6. Maintain individual patient files and numbering system for patient registration.
7. Maintain guidelines and has the authority to make final decisions on all medical legal aspects of health records, i.e., informed consent, release of information, maintaining patient record confidentiality.
8. Perform record analysis to ensure proper compliance with established regulations.
9. Ensure that proper index/logs are maintained.
10. Provide professional advice and assistance to the facility.
11. Participate in regular audits of health records.
12. Provide technical guidance on daily basis to the health record/receptionist and communication clerks.
13. Make assignments with specific instructions on new or revised procedures to be used.
14. Update appropriate staff on changes in records keeping laws.
15. Ensure all dental, behavioral health and medical and records are secure daily.
16. Maintains HIPAA compliance and security for the organization, responsible for the training and education of HIPAA and security policies and procedures.
17. Planning, developing, and directing a behavioral health, dental and medical records program for health care facility that meets both institutional goals and standards of accrediting agencies.
18. Designing information systems to collect, analyze, monitor, report, and maintains privacy and confidentiality of patient and institutional data for health care related programs, and evaluating and implementing changes to assure the reliability of data.
19. Developing and implementing policies and procedures regarding dental, medical and behavioral health, and insurance and correspondence requests in accordance with Federal, State, and local statutes.
20. Willingly performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

1. 1 Full yr. of graduate level education or superior academic achievement, or equivalent experience.
2. Ongoing certifications regarding behavioral health/dental/medical/ record keeping.

INDIAN PREFERENCE: Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, CTHP is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability or sexual orientation.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: CTHP is required to implement the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. As such, it is unlawful for employees to manufacture, distribute, dispense, possess, or use a controlled substance on the job site. Employees who are reasonably suspected of violating this act may be subject to drug testing as a condition of employment. Employer required fitness examinations shall include drug testing as evidence of employee and employer compliance with the Drug-Free Workplace Act.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or smell. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually average.

HEALTH INSURANCE PORTABILITY AND ACCOUNTAILITY ACT (HIPAA)

This act was enacted to deal with three main areas with regard to patient information.

1. Security of health information;
2. Standards of electronic transactions; and
3. Privacy of ‘individually identifiable health information.’

I have read and understand all aspects of this job description.

Employee Signature

Date