



## **Consolidated Tribal Health Project, Inc.**

### **POSITION DESCRIPTION**

**POSITION:** Health Records Tech  
**REPORTS TO:** Health Records Supervisor  
**SUPERVISES:** None

**DEPT:** Health Records  
**FSLA STATUS:** Non-Exempt

**POSTION SUMMARY:** Maintains an effective department work flow, following all applicable policies and procedures. Maintains individual patient files and numbering system for patient registration. The Health Records Technician is responsible for carrying out a variety of health information functions and performs duties related to the maintenance of the patient's health record including, receipt, scanning, indexing, and destruction of health and administrative information. Maintains all patient records including but not limited to guidelines and informed consent, release of information, third party claims, the HIPAA and patient rights notices. Performs record analysis to ensure proper compliance with established regulations and organization policies. Ensure that proper index/logs are maintained. Participates in regular audits of health records. Scanning duties include indexing each scanned document, associate each scanned document with the correct patient's CPRS record, the appropriate TIU document, assign the appropriate document-named nomenclature, and electronically "sign on chart" scanned documents.

### **DUTIES AND RESPONSIBILITIES:**

1. Maintain a policy and procedures manual for department.
2. Maintain individual patient files and numbering system for patient registration.
3. Maintain guidelines, informed consent, release of information, maintaining patient record confidentiality.
4. Perform record analysis to ensure proper compliance with established regulations.
5. Ensure that proper index/logs are maintained.
6. Participate in regular audits of health records and maintains Quality Assurance procedures to keep in compliance with AAAHC standards and agency regulations.
7. Provide technical guidance on daily basis to the health record/receptionist and communication clerks.
8. Update appropriate staff on changes in records keeping laws.
9. Ensure all dental, behavioral health and medical records are secured daily.
10. Consolidated Tribal Health Project employee will follow all rules, polices and procedures set by the clinic and the individual departments.
11. Release health records to patients, health agencies or other third party requests according to privacy regulations and organization policy and procedure.
12. Integrates all necessary health/administrative information into Computerized Patient Record System (CPRS) through the PC scanning software and hardware. Indexing the information using PC/VistA Imaging application bridges. Validates information interchange by communicating with clinical and administrative team members.
13. Maintains a daily productivity log of scanning and indexing activities.
14. Responsible for tracking, retrieving and performing follow-up activities on health records.
15. Responds to all patient and department requests in a timely and accurate manner, ensuring information is available for patient care needs.
16. Communicated effectively to properly coordinate record transfers, record follow-up, and record scanning, and indexing functions with clinical team members, department team members and patients as needed.
17. Sorts loose health record documents received daily, scan and indexes materials accordingly on a timely basis and within established guidelines; and makes the proper disposition of documents for unavailable records.
18. Accurately enters information assuring the completeness of health records.
19. HRT will be required to keep abreast of regulatory requirement governing scanning and maintenance and disposition of legal medical documents scanned.
20. HRT must be organized to correctly prioritize information requests and perform follow-up activities.

21. Willingly performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

1. High School Diploma or GED preferred.
2. Experience working in a health information department or customer service experience required.
3. Experience working with an electronic health record or similar computer program.
4. Data Entry or customer service experience required.
5. Knowledge of filing sequence of both administrative and health records is necessary to properly index and scan information into CPRS.

**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 ACCOUNTABILITY (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.

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Employee Signature

Date