**Consolidated Tribal Health Project, Inc.**



**Position Description**

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| **Job Title:** | Medical Referral/Data Entry Clerk | **Department:** Medical |
| **Reports to:** | Medical Director | **FLSA Status**: Non-Exempt |
| **Supervises:** | None |  |

**JOB SUMMARY:** The Medical Referral/Data Entry Clerk is responsible for the coordination and tracking of referrals and responsible for medical data entry and assists with quality reporting for the department. The position may be required to perform general Medical Assistant Duties within the scope of a non-certified medical assistant.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for the coordination and tracking of medical referrals to outside specialty providers, Including processing of authorizations, sending medical records, and ensuring that referrals are processed in a timely manner.
2. Coordinates referrals and authorizations with CMAs and LVN Case Management team as required.
3. Documents all patient interactions within the Electronic Health Record. Informs provider of issues relating to referrals.
4. Coordinates as necessary with Patient Resource Center (PRC) Department for authorizations and funds approval.
5. As directed by the provider or pulling the patient schedule 72 hours in advance ensures that all medical data including: problem lists, medication, history is entered appropriately from RPMS to the Athena Electronic Health Record system.
6. As directed assists with medical data entry within the Electronic Health Records systems to assist with patient care flow.
7. As directed by the Medical Director or Clinic Manager: is responsible for pulling patient quality data from RPMS and inputting data to Athena Electronic Health Record system.
8. Performs activities related to the collection and processing of data related to patient medical records between the RPMS and Athena systems including pulling and reporting clinical quality measures in ways that support the goals of the project. Assists in the identification of quality measure data tracking issues.
9. As directed by department leadership identifies priorities and requirements for clinical quality measure gathering, analysis, reporting, and improvement
10. Assist department leadership in quality Assurance (QA) requirements on a daily, weekly, monthly, quarterly and yearly basis.
11. As required: performs routine screening procedures:Places patients in examination rooms, performs and records vital signs (temperature, pulse, respiratory rate, blood pressure), obtains from the patient the reason for the clinic visit and basic history information, including known illnesses, known allergies, use of medications and use of tobacco. Records the information on the patient’s medical chart in accordance with procedures of the Medical Department. Provides patient’s medical chart in accordance with procedures of the Medical Department. Provides the patient with appropriate gown and sheets to allow examination.
12. As required performs additional technical support services: Performs only those duties for which (1) The Medical Director has provided written policies authorizing the Nursing Supervisor or RN to assign the task to a Medical Assistant; (2) The Nursing Supervisor or RN has determined the individual MA is competent to perform the task; and (3) The patient’s physician or nurse practitioner has written a patient-specific order for that task.
13. Willingly performs other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

1. Experience working within the healthcare field preferably within an ambulatory clinic.
2. Experience with Electronic Health Records is preferable.
3. Completion of a Medical Assistant program, strongly preferred.
4. Experience with authorizations and referrals, strongly preferred.
5. Experience working with Microsoft Office Suite.
6. California Medical Assistant Certification required to perform Certified Medical Assistant Functions.
7. Current BLS/CPR certification required to perform Medical Assistant functions.
8. Completion of a recognized medical assistant training: vena-puncture, injection techniques and tracking vital signs preferred (required to perform Medical Assistant functions).

**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 may be 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 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