



## JOB DESCRIPTION

<b>Job Title:</b> Medical Records Technician	<b>Department:</b> Health
<b>Reports to:</b> Patient Services Supervisor	<b>Employment Status:</b> Full-Time
<b>Driving Classification:</b> Driver License	<b>Salary:</b> DOE

### **Summary:**

This position is in the Patient Registration Section, Health Department, Fort Mojave Indian Health Center, Mohave Valley, AZ. The primary purpose of this position is to receive and validate authorization forms and requests for information and prioritize requests according to policies and regulations. The incumbent use various computer applications to track and release all authorized release of information requests. MRTs (ROI) process and release health information to authorized first- and third-party requestors. The incumbent initiate and maintain the accounting of disclosure for all records disclosed from a Privacy Act system of records. MRTs (ROI) communicate with internal and external stakeholders to provide technical expertise regarding the release of information process. The MRT (ROI) reports to the Patient Services Supervisor.

Performance Expectations in performance of their respective tasks and duties all employees of the Fort Mojave Health Center are expected to conform to the following:

- Fully uphold all principles of confidentiality and patient care.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy, and dependable manner with patients, employees, and vendors.
- Possess cultural awareness and sensitivity.

### **Essential Functions may include but not limited to the following:**

- Retrieves, processes, ensures the chart is complete with proper identification and dispatches records to the designated clinic. Pulls scheduled appointment charts and chart reviews. Health summaries are printed as needed.
- Performs comprehensive quantitative/qualitative analysis of patient medical record daily to assure the presence of all component parts, such as: correct name, health record number, signatures and dates where required, and all reports which appear to be indicated by the treatment rendered assure the presence of all components of the medical record are complete. Routes medical records back to the provider/department for completion.
- Maintains an assigned section of records by performing monthly chart audits for misfiled records, establish volumes for bulky charts, replaces torn or old record covers, and converts the number labels, ensures that all records are in approved chart sequence order, with new dividers in place for easy access to health information.
- Ensure the proper storage, safety, and handling of health records throughout the Health center.
- Scans health and/or administrative documents into the electronic health record (EHR) system on a timely basis and makes the proper disposition according to established guidelines.
- Obtain copies of records from outside facilities needed for continuity of care at the Fort Mojave Health Center; assure the review of community medical records by appropriate Health Center staff; and file the reviewed records appropriately.
- Collaborative with the PRC section to ensure community medical records associated

with prior authorization are retrieved, reviewed, and scanned into the patients EHR.

- Receives and reviews all incoming requests from hospitals, attorneys, medical audit/review, Social Security Administration, private physicians, insurance companies, individual requests and others including subpoenas and medical statements.
- Responsible for Health Center compliance with Privacy Act and HIPAA requirement.
- Assure the confidentiality, security, and physical safety of the health records.
- Responsible for evaluating the adequacy of each completed authorization form.
- Personally, greets veterans/visitors and assists them in determining the exact nature of the request and whether the information requested can be released.
- Applies public laws, rules, regulations and exclusions governing confidentiality of the medical record, including the Privacy Act, Freedom of Information Act and 38 U.S.C. 7332 governing the release of records containing information regarding the treatment of or referral for drug and/or alcohol abuse, Sickle Cell Anemia and infection with Human Immunodeficiency Virus (HIV).
- Determines which information is to be released in compliance with existing laws (Privacy Act of 1974, Freedom of Information Act, and Health Insurance Portability and Accountability Act).
- Provides advisory and technical assistance to patients, administrative staff and professional staff regarding release of information.
- Resolves conflicting or inconsistent information found on initial requests.
- Replies to vague, incomplete, or ambiguous inquiries by independently recognizing issues, topics or problems.
- Use the Processes Social Security requests for health information utilizing the Release of Information System.
- Completes and processes routine releases of information to other IHS and Federal Agencies and when requested, to patients and their families, insurance representatives, physicians, hospitals, and city and state health agencies according to IHS and FMIHC directives/policies.
- Perform monthly health records audits to assure proper format and completeness and report the results to the Health Director.
- Restrict and authorize access to the health record storage room.
- Other duties assigned.

### **Education**

- High School Diploma or GED.

### **Experience:**

- Proven medical terminology proficiency preferred.
- Knowledge of the laws and regulations related to the authorization and disclosure of health information (e.g., Privacy Act, Freedom of Information Act, Health Insurance Portability and Accountability Act (HIPAA), and 38 U.S.C. § 7332, Confidentiality of Certain Medical Records).
- Ability to apply health record documentation guidelines and processes to navigate efficiently through the paper and/or electronic health record to locate, assemble, and disclose protected health information.
- Ability to apply policies, procedures, laws, and regulations governing privacy and release of information to process requests for release of information.
- Ability to research and solve difficult questions related to release of health information in an accurate and timely manner.
- Knowledge of ICD-10-CM and CPT coding proficiency.

- Minimum 2 years' experience in health records field in a hospital or physician's office preferred.
- Microsoft Office Suite proficiency preferred.
- Typing skill of 20 wpm preferred.
- Must pass pre-employment drug screening and criminal background check required.
- Able to problem solve basic issues, Encountered within a medical front office setting.
- Able to operate a PC, knowledge of Microsoft programs required. RPMS or EHR preferred. RPMS and EHR is utilized with training offered.

**Certificates and Licenses:**

- None

**Physical Demands:**

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally required to stand, walk, sit for intermittent or long periods of time; use hands to finger, handle, or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear and taste or smell. Must be able to occasionally lift and/or move fifty pounds. Able to lift equipment with the assistance of other staff, such as tables, chairs when completing daily cleaning duties.

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Employee Signature & Date

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Supervisor Signature & Date

*The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.*