



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290
Fax: (541) 882-1670

OPEN: 03/08/23
CLOSE: 03/21/23

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: MEDICAL RECORDS TECHNICIAN

RESPONSIBLE TO: Medical Office Manager

SALARY: Step Range: 9 (\$34,912) – 28 (\$61,218); Full Benefits

CLASSIFICATION: Non-management, Full-Time, Regular

LOCATION: Klamath Tribal Health & Family Services
Wellness Center, Chiloquin, Oregon

BACKGROUND: P.L. 101-630 Level

POSITION OBJECTIVE

The Medical Records Technician will be responsible for coordinating and maintaining the Image Control System (ICS); retrieving reference information for users; and for maintaining statistical data, logs and indexes to provide current status of information in the electronic medical record (EMR) system.

This position will assist in the development, implementation and operation of the NextGen Image Control System; working within accordance with established federal laws and I H S medical records management policies, including document imaging, retention, and protection of records, forms and other documents.

MAJOR DUTIES AND RESPONSIBILITIES

1. Prepare and analyze medical records for completeness before scanning documents into the Image Control System.
2. Sort, classify, index, scan patient's medical records into electronic format.

3. Assist in the data entry of patients' past medical histories (medication, allergies, social history) into the electronic medical record.
4. Direct incoming faxes; assign document to either patient record or employee.
5. Assign/re-direct unmatched incoming electronic lab test results to patient record.
6. Assists the Electronic Health Records Coordinator in the set up new file formats, templates and volumes, as necessary.
7. Accumulate and maintain statistical data and/or perform special research; obtaining, verifying and gathering data, as directed.
8. Access, compile and issue requested records and information for designated users.
9. Assist in the development and maintenance of an accurate charge-out and follow-up system for material charged up to users.
10. Assist with the design and maintenance of an appropriate information system, to allow for the tracking of documents in the document Image Control System.
11. Provide training to users of the Image Control System, as needed.
12. Assist with the development of quality control procedures for all medical record keeping practices; and maintain quality control procedures to ensure the integrity of the information stored in the Image Control System.
13. Maintain and properly control all documents stored in the Image Control System. Responsible for maintaining the security of all documents and files kept in the department.
14. Comply with I H S and AAAHC standards as they pertain to medical records management practices at Klamath Tribal Health & Family Services.
15. Assist in the development and maintenance of an efficient storage system for controlling the protection, use, maintenance and reproduction of Klamath Tribal Health & Family Services medical records.
16. Assist in the development and implementation of the Electronic Medical Records Image Control System designed to meet I H S established record management practices.
17. Assist in the development of the Klamath Tribal Health & Family Services and department policies and procedures and disaster plan.

18. Maintain strict confidentiality of all medical records; in accordance with the Privacy Act, HIPAA, I H S regulations and AAAHC standards.
19. Attend meetings or proceedings; including staff meetings and training sessions as required.
20. Serve as back-up in all clinic administrative functions as needed.
21. Other duties as assigned.

SUPERVISORY CONTROLS

The Records Technician works under the direct supervision of the Medical Office Manager who provides general instructions. Assignments are performed according to various established office procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. Work is checked for accuracy, adequacy, timeliness and compliance with established policies and procedures.

Major or new or unusual situations, which do not have clear precedents are referred to supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Comprehensive knowledge of record management systems and concepts.

Ability to learn and follow the Privacy Act, HIPAA regulations and the Freedom of Information Act.

Ability to learn the Klamath Tribal Health & Family Services' organizational structure, including the functions of each department.

Ability to plan and organize workload. Ability and skill to perform work in a detailed, accurate, timely, efficient and confidential manner.

Ability to interact with all levels of management and with other employees in a professional manner, using tact, diplomacy and mature judgment.

Knowledge of the legal requirements in record retention, preservation, protection and disposal.

Ability to lift and carry equipment, storage boxes, etc., weighing up to 40 pounds.

Must have the ability **to maintain strict confidentiality** of all records and other information.

Knowledge of the LaserFiche Document Imaging system.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have a Degree in Office Administration/Business; or related field with three years of demonstrated experience; **OR** equivalent relevant experience may be substituted. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to have experience which must reflect demonstrated knowledge and skill in record management.
- **REQUIRED** to have computer experience.
- **REQUIRED** to have the ability to lift and carry objects weighing up to 40 pounds.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to be fully vaccinated against the COVID-19 virus or have a valid medical or religious exemption as a term and condition of employment.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Experience/training in the use of LaserFiche systems for record management.

Indian Preference:

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603**

jobs@klm.portland.ihs.gov

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.

Employee Signature

Date

Supervisor Signature

Date