

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

(RE-ADVERTISED DUE TO SHORTAGE OF QUALIFIED APPLICANTS)

TITLE: Technical Health Information Manager

LOCATION: Tribal Health & Human Services Department
Polson, MT

WORK SCHEDULE: Monday – Thursday 7:30 am – 5:00 pm
Friday – 8:00 am – 12:00 pm

SALARY: \$13.04 to \$15.22 per hour
\$27,123.20 to \$31,657.60 per annum

CLOSING DATE: Thursday, February 16, 2012 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test. The successful applicant will be required to serve a mandatory six month probationary period.**

DUTIES:

- Plans, organizes, implements, and controls medical record functions at the THHS facility in Polson that meets both organizational goals and standards of accrediting agencies. The medical record is the prime means of communication. Incumbent maintains accuracy, completeness and ensures legibility, and availability of medical files, performs filing daily ensuring necessary documents are properly filled out and included in the chart and to eliminate or prevent filing backlog; files provider reports/information, PCC forms, laboratory reports, and other pertinent data in patient charts in proper order so as to keep Primary Care Providers aware of current patient status; monitors BIA list of deceased persons monthly for names of clients and annotated death rates on charts and other files and deactivate files as appropriate; oversees inactive record storage and disposition . The St. Ignatius Medical Records is the original and only place medical records will be derived from. It is imperative that all original documents be sent to St. Ignatius and a working chart be maintained in Polson.
- Pulls and issues files promptly as requested by THHS staff and denotes file location through color-coded file out cards; monitors file return to records area, ensuring that all absent files are returned by 4:30 p.m. each day or are stored overnight in a secure area by authorized personnel; maintains security and confidentiality of files in accordance with applicable laws and regulations. Implements policies and procedures to provide for the security of health records within the THHS facilities.

- Designs and implements periodic random audits of medical record files and procedures to determine the files are complete, secure, and in order and to take corrective action if problems are encountered. Make changes to keep the program abreast with the latest requirements and techniques. Implements new methods and procedures in record processing; provides instruction and training to THHS employees; make employee assignments to achieve optimum quality and quantity of patient records; and develops and updates procedural manuals for processing of data and release of information.
- Provides medical record information to various outside entities with a need to know according to established procedures for maintaining security and confidentiality; exercises extreme discretion in the freedom of information act. Also provides advisory service to management on requirements and standards issued by a variety of organizations affecting or pertaining to medical records.
- Orders all necessary supplies and equipment for proper functioning of the records department. Make recommendations with evaluation and justification for present and projected future departmental needs at all facilities to meet the goal of THHS. Assists with the planning and advising on the use of computer technology for collecting health care information, statistical data etc.
- Functions as key staff advisor to the Clinical Services Division Manager; makes recommendations to management on training needs; makes recommendations of any improvement for forms management, may develop and design new and/or special forms to facilitate the collection of data; provides advice in simplifying procedures; assists in organizing, developing and providing in-service educational programs for staff in the principles, methods of development, and user of medical records.
- Accepts subpoena duces tecum, as custodian of the medical record, reviews subpoenaed records for completeness and appears in court to fulfill legal requirement; reviews all requests for release of clinical information and makes final decision on all cases; ensures that release of medical legal documents conforms with release and regulations set forth by Federal, State and Tribal agencies, assures third party requirements are met upon applicable cases on request for clinical information; notifies Department Head and attending physician when possible litigation involving the THHS or physician is known or is possible.
- Serves on clinical services management committee, QA committee, and others as assigned.
- Assists with HIPAA training for the THHS staff.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Associates degree in Health Information Technology, or Accredited Record Technician and must have at least three (3) years of work experience which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- One or more years of supervision experience preferred.
- Notary Public preferred.
- ICD-9 coding preferred.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Jan Gardipe, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1040

FOR MORE INFORMATION: Contact Nancy Vaughan, Tribal Health & Human Services Department Head @ (406)675-2700 Ext. #5097.