



Employee Job Description		
Position Title: Medical Records Specialist/RHIT		
Position ID #		
Facility: St. Croix Tribal Health and Human Services		
Job Family: Medical	Comp Grade: (H)	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

This position reports to the Business Office Manager and is responsible for utilizing RPMS EHR (Electronic Health Record) to manage all health information data for patient health records. The Medical Record Specialist organizes and manages health information data for all patient health records by ensuring that it maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems.

Essential Functions:

- EHR (Electronic Health Record) - Medical Record auditing of primary care notes, nursing documentation, immunizations, labs, and head start physicals
- Work intermittently with all departments – medical, optical, pharmacy, dental, behavioral health
- Data Entry; activating/inactivating, unlocking, retracting
- Coding and billing
- Review labs crossing the interface
- Process Referrals
- Release of Information
- Monthly Provider Review audits
- Shredding/Purging charts
- Maintain deceased records
- Assist yearly audits
- Record keeping
- Reporting

- Sort mail/faxes and distribute to providers
- Fill-in receptionist
- Perform clerical functions: filing, copying, scanning, and faxing
- Other duties assigned

(Job Title) Job Duties:

1. High school graduate with at least two years medical records experience preferred. Experience preferred in medical terminology, anatomy, office practices, and use of reference texts.
2. Associate degree in healthcare related field preferred. Successful completion of a vocational technical health unit coordinator, medical office specialist, medical secretary program or related field.
3. Must be able to adapt to work that involves repetitive procedures and typing. Must be able to perform accurately under pressure. Must maintain all information in strict confidentiality.
4. Knowledge and experience in information privacy laws, access, and release of information.
5. Must possess excellent customer service skills and be able to clearly, concisely, and professionally communicate verbally and in written forms.
6. Ability to work independently and effectively with others for timely job completion.
7. Use proofreading and editing skills.
8. Proficiency in Microsoft Office (Excel, Word, and Outlook) applications.
9. Keyboarding skills necessary, with intermediate typing/keyboard/computer skills.
10. Maintain patient confidentiality in accordance with the Federal Privacy Act and HIPAA.
11. Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Business Office Manager

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity: Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to XX pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Preferred & Minimum Qualifications

- Must have a RHIT certification, 2-year RHIT degree or 4 years in this field of expertise.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.