



FBICC Employment Opportunity

Job Title: HIM/Medical Records Coordinator Department: Warner Mt. Indian Health Project

Reports To: WMIHP Clinical Director Position: Exempt -Full Time

Salary: DOE Hours per week: 40

Under general supervision and in accordance with established policies and procedures, analyzes and maintains electronic medical charts filing system with accuracy, consistency, and completeness. Reviews and processes request for subpoenas received from outside attorneys, agencies, providers, and schools in compliance with applicable state laws. Performs a variety of clerical duties related to processing of electronic medical records and requests. Assist in the preparation of charts for audits. Act as HIPAA Compliance Manager for clinic, which will include oversite of protected health information, and annual staff training. May also act as back up for patient transport.

Primary Duties and Responsibilities include but are not limited to:

- Upholds WMIHP's Policies and Procedures, HIPAA, Compliance, Principles of responsibilities, and applicable state, federal, and local laws.
- Identifies patient data and demographic for electronic filing and analyzes electronic charts for accuracy, consistency and completeness.
- Usage of Document Management module in the electronic health record to scan batches of various medical records documents to upload documents through batch to index interphase into OnBase Indexing processing module.
- Usage of Document Management module in the electronic health record for processing with incorporated data fields with attention to detail in the description to index, commit, and batch various types of patient medical records documents.
- Through automatization workflows, maintains electronic health record for various types of Release of Information requests and identifying the requestor as Third Party, Patient, relation, and/or Provider request by verifying demographics. Fills in data with hard stops to complete module.
- Identifies the Release type and purpose of the request within the ROI module. Scans the authorization type documents and/or request by identifying the authorization type, the description, and expiration within the ROI module.
- Filters and identifies the request date range and type of information requested and produces a query within the ROI module. Keep track of comments, dates of requests, Date Need by, priority, and assignment of HIM/Medical Records Clerk in the data fields within the EPIC ROI Production Module system.
- Filters and generates outputs of electronic health record reports in order to fulfill to fulfill the requests based on the requestor's instructions. Completes the status of the Release through ROI module for tracking purposes.

- Maintains assigned ROI Releases for tracking purposes of all requests, ensuring the ROI functions for HIPAA is completed.
- Generates and electronically save Medical Records Invoices through incorporated EPIC Letters Modules ensuring the correct information and patient is extracted from the patient's demographic electronic medical record file.
- Will follow established policies and procedures to shred paper documents that include protected health information

Requirements and Skills:

- High school Diploma required.
- Experience using an electronic health record
- Proficient computer skills; including but not limited to Microsoft products and use of outlook
- Ability to communicate effectively, verbal and written; work without close supervision, detail oriented and well organized.
- Customer service skills: communication, empathy, patience, and technical knowledge
- Work in team-oriented environment and work well under deadlines.
- Previous experience in a healthcare setting
- Ability to handle multiple tasks and work in a busy environment.
- Valid CA Driver's License and proof of insurance.

Professional & Technical Knowledge

- Proficiency in Microsoft Office Suite and healthcare management software
- Commitment to fostering an inclusive and supportive workplace environment
- Familiarity with telehealth platforms and patient engagement technologies

FBICC is an equal opportunity employer; however, preference in hiring is given to qualified Native American Indians in accordance with the Indian Preference Act (Title 24 U.S. Code, Section 472 and 472). Applicants claiming Indian preference must submit verification of Indian descent certified by tribe of affiliation or other acceptable documentation of Indian Heritage. Qualified Veterans must submit form DD214 "Honorable Discharge." A copy must be attached with the application.