

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Health Information Technician

Department: Health

Reports to: Health Information Manager

Status: Non-Exempt

Salary Level: \$17.07 to \$23.89 per hour/(\$35,496 to \$49,694) Annually

Terms: B22

Opens: July 26, 2024

Closes: August 09, 2024

SUMMARY: Support the clinical staff in delivering the highest quality care by ensuring the data within the medical record is accurate and complete. Bring a care coordination approach to our health information management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to patients and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Abides by HIPAA policies pertaining to protected, personal health information; keeping it in strictest confidence as required by federal law, CFR 42, and Tribal policies and statutes
- Assist in resource and relationship building with front office of outside providers in our community to help patients schedule their care and follow up with specialists
- Follow up on status of outstanding referrals and support patients in reducing barriers to care
- Assist Health Information Manager in data quality improvement projects, as needed
- Assist Health Information Manager in monitoring GPRA measures and other population health indicators
- Complete quality assurance (QA) for medical records scans
- Serves as the secondary point of contact for all incoming clinic calls
- Responsible for preparing charts for providers to support their upcoming physician appointments.
- Ensure all reports and testing are available for physician review in advance of all scheduled appointments.
- Responsible for monitoring completeness of patient medical records and identifying gaps in needed data
- Produces written correspondence to clinic patients or outside providers as directed by LTBB medical staff.
- Cross train in all areas of the front office and assist these functions as directed.
- Will have the opportunity to create and/or participate in special project(s)

- Other duties as assigned.

EDUCATION AND EXPERIENCE: High school diploma or GED required. One year experience working in medical office required. Some college classes within the medical field preferred. Experience working with tribal communities preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform the job successfully individual must have strong computer skills with experience in MS Word, MS Excel, RPMS, and EHR. Must have excellent written and verbal skills. Must be detail oriented and have excellent organizational skills. Must have working knowledge of medical terminology. Must have ability to carry out tasks and assignments with minimal supervision. Must have good communication skills and be computer savvy. Must maintain confidentiality and security of all medical records and patient information at all times. Must be open and willing to learn all aspects of medical office and clinic functioning including obtaining vital signs and preparing patients for their provider visit. Must be open and willing to learn of a broad range of skills and regulatory requirements for medical clinic functioning. Must be dependable and time conscious. Must be able to work well with others and give constructive feedback as necessary. Must be able to take direction from Triage Nurse or Medical Director. Ability to travel for training is required. Must have positive job history with previous employers, including LTBB.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation. Individual must have a positive job history. Individual must take TB test and get influenza vaccination annually due to working in a health setting.