



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:

Medical Records Technician/Coder

Open Date:

June 4, 2019

Position Objective: This position performs medical record technician and coding duties in support of the Spirit Lake Health Center (SLHC) Health Information Management Department. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values.

Major Duties & Responsibilities

- Analyzes and abstracts all necessary information from the record to reflect secondary complications and co-morbid conditions.
- Codes diagnosis and/or procedures from the medical records, and assures the final diagnosis and procedures as stated by the medical provider are valid and complete.
- Codes complex and difficult records accurately; makes complete and accurate selection of the principal diagnosis and principal procedure/operation; diagnosis codes are sequenced properly; and assures that all orders (medication, lab, and radiology) have been documented properly to support level of services and reflect the medical necessity for the order.
- Assures the presence of all component parts of the record, including correct identification, health record number, signatures, dates, accurate and complete notes (chief complaint, history of present illness (HPI), review of systems, examination, and assessment and plan are completely documented.
- Examines the level of services to ensure it is accurate and appropriate for the documentation in the note.
- Completes medical record by reviewing information; notifying health care providers of record deficiencies; tracking outstanding records; and resolves medical record discrepancies by collecting and analyzing information.
- Performs data entry of medical information.
- Provides education and coding updates to the medical staff, business office staff, and other health care providers regarding changes to rules, regulations, and guidelines.
- Provides medical record information by answering questions and requests of patients, hospital staff, law firms, insurance companies and government agencies; and assists with preparing releases of information for patients and needed.
- Performs scanning of outside records, consents, physicals, releases of information, etc.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Knowledge required at a level appropriate for this position

- Knowledge of medical records requirements and functions.

- Knowledge of pharmacy regulations as they pertain to monthly physician order sheets and medication administration records.
- Knowledge of medical terminology, pharmacy terminology, and a practical knowledge of medical procedures and diagnosis.
- Knowledge of the IHS automated medical records system.
- Knowledge of computers and job-related software programs and office equipment.
- Ability to work with personal computer and utilize a variety of software applications.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to work independently.
- Ability to read, write, speak and understand the English language.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Skill in interpersonal relations.
- Skill in keyboarding, typing, and data entry.

Minimum Qualifications

- Associate’s degree in a related field.
- Five (5) years of medical records coding experience, including extensive experience with electronic health records and data entry in RPMS.
- Current Certified Professional Coding Certificate from AAPC or AHIMA.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

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| Job Role: | Medical Records | Company Industry: | Spirit Lake Tribe |
| Employment Status: | Full- time | Closing Date: | Until Filled |
| Monthly Salary Range: | DOQ | Supervision: | Department Supervisor |
| Number of Vacancies: | 1 | Manages Others: | No |
| Please Send Application to: | | | |
| Name: | Spirit Lake Human Resource Department | Email: | ndemarce@spiritlakenation.com or normar@spiritlakenation.com |
| Address: | P.O. Box 97 | State | North Dakota |
| City: | Fort Totten, North Dakota | Zip/Postal Code: | 58335 |

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| Phone: | 701-381-0204 or 701-381-0361 | Fax: | 701-766-1272 |
| Application Procedure | Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing. | | |