

Yerington Paiute Tribe VACANCY ANNOUNCEMENT

Position Classification and Description

Tribal Council Approved: 5/26/2021

ADVERTISE OPEN



POSITION TITLE: Medical Records Clerk
DEPARTMENT: Health Clinic
SUPERVISOR: Business Office Supervisor
WAGE: Level 6-0 \$10.40 - Level 9-2 \$13.15 F/T 40hrs/wk
CLOSING DATE: Open Until Filled

POSITION SUMMARY: The primary function of this position is working within the Electronic Health Records System and reviewing patient data for accuracy and general receptionist duties.

DUTIES:

- Enters and retrieves Patient Health Information (PHI) in the Electronic Health Record (EHR) system.
- Enters medical insurance and billing information into the Electronic record.
- Performs medical records faxing as required.
- Prepares the daily list of patient request for local medical appointment transportation.
- Prepares billing slip for patients needing laboratory services.
- Prepares accounting of 3rd party monies collected and takes to Finance office daily.
- Reconciles 3rd party receipts every Friday.
- Answer's telephone and schedules direct service appointments.
- Reviews charts for completion of laboratory, X-ray, pharmacy, progress notes and return appointments.
- Contacts outside providers and hospitals to obtain medical records including emergency room reports.
- Completes filing and daily log sheets. Understands and complies with HIPAA rules and regulations and other privacy/confidentiality laws.
- Perform other duties as assigned.

QUALIFICATIONS:

- High School diploma or GED Certification Required.
- Able to navigate using computers and computer applications.
- Familiar with using Microsoft Word.
- Excellent organizational skills and telephone etiquette.
- Ability to work with minimal supervision.
- Must be able to accept periodic evaluations regarding job performance.
- Able to maintain high degree of confidentiality.
- Able to lift 40 lbs or more.
- Possess a valid Nevada Driver's License and be insurable.
- Pass pre-employment drug screen and complete background investigation.

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

**Human Resources Department
171 Campbell Lane
Yerington, NV 89447
775-783-0200 Ext. 171
Fax: 775-627-9022
Email: cjensen@ypt-nsn.gov**

Please note: *Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, 273.45. Must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act. (if applicable)*