

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: September 15, 2021

CLOSING DATE: September 28, 2021

Medical Records Technician

JOB STATUS:

Medical Records Technician
Career Field: Medical
Pay Range: \$17.77 - \$24.60 per hr.
Category: A-4.5
Status/Term: Non-Exempt, Full-time

LOCATION:

Penobscot Nation
Health Department
Classification: Full-time, Regular
23 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

Associates Degree from an accredited institution or 3 years of relevant experience required. Knowledge of medical office systems and medical terminology preferred. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at www.penobscotnation.org/departments/human-resources.
 - Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Medical Records Technician

Department: Health Department / Administration

Reports To: Assistant Director

Rate of Pay/Category: \$17.77 - \$24.60 / A-4.5

Status/Term: Full-time (40 hours) / Non-exempt

JOB SUMMARY:

The Medical Records Technician will be responsible for maintaining the health records for the facility population, function as the primary data collector for medical access and functions. This also includes reviewing documents to determine and identify any records deficiencies and/or signed permissions.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Privacy Officer for HIPPA, ensure training and compliance of all employees covered by HIPPA regulations.
2. Provide training to all new employees on electronic medical record RPMS
3. Responds to requests for patient records, both within the facility and by external sources, retrieving them and transmitting them appropriately.
4. Services and protects PNHD by adhering to professional standards, policies, and procedures, federal, state, and local requirements, and AAAHC standards.
5. Maintain appropriate registries, e.g. counseling, immunization, birth/death, for PNHD.
6. Identify and note inactive records on a regular basis.
7. Access EMMC Power Chart CPR System and download specific information as required.
8. Update records policies and records release system, including procedure manual, on an as-needed and annual basis.
9. Be responsible for following confidentiality procedures as outlined in the Privacy Act and HIPAA
10. Perform and/or coordinate data base queries for research projects and all reports as requested in conjunction with other programs.
11. Retrieve records, encounter forms, and any correspondence from all service providers on a timely basis.
12. Perform chart review(s) with insurances and state organizations as needed.
13. Performs other clerical tasks as needed.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Associates Degree from an accredited institution or 3 years of relevant experience required.

Knowledge of medical office systems and medical terminology preferred. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., physical requirements of position, job environment/conditions)

Position may require: sitting for long periods of time, stooping, bending and stretching for files/supplies, Occasional lifting of files or paper weighing up to 30 lbs., near visual acuity is needed to perform various clerical functions, reaching, handling, and finger dexterity which are necessary to operate various office machines.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request