



MATHIESEN MEMORIAL HEALTH CLINIC

Position Title:	Health Information Specialist	Department:	MMHC Health Clinic
FLSA Status:	Non-exempt	Manager:	Clinic Administrator
Salary Range:	\$17.00 - \$29.49	Effective Date:	09/14/2020
Approved By:	CEO	Revised:	08/28/2023

Job Description

Position Summary

Performs clerical functions related to medical records and medical record releases. Must be familiar with regulations affecting release of medical information and patient confidentiality and must use good judgment when responding to requests for information. May assemble patient records and may prepare for distribution and placement in electronic patient charts.

Essential Duties

- Process all incoming batches from various departments and input into NextGen.
- Process incoming emails and input into NextGen.
- File laboratory, x-ray documents and other information into electronic patient chart.
- Supply medical assistants and providers with required forms and documents.
- Maintain strict confidentiality of all medical records.
- Ensure that patient records are up to date and kept in accordance with laws and regulations. These records may include information from other care providers, detailed information on procedures and tests conducted within the office, and records of patient ailments and treatments.
- May provide these records to other care providers.
- Follows and adheres to Employee Handbook, as well as MMHC policies and procedures.
- Contacts patients to schedule Dermatology appointments.
- Knowledge of confidential rules regarding medical information as well as the Privacy Act and HIPPA.
- Ensure there are no duplicates and triplicates of documents in NextGen.
- Directs forms to the appropriate departments.
- Other duties as assigned.

Education and Skills

- High school diploma/GED required.
- 3+ years' experience in handling medical records in a licensed medical facility.
- ICD-10-CM coding capabilities.
- Proficient in computer programs, including Microsoft Office and Outlook.
- Knowledge of California Rural Indian Health Board (CRIHB) (company will provide).
- Proficient in Next Gen within a 3-month period (company will provide).
- Excellent organizational skills.
- Strong attention to detail, dependable and trustworthy.



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- Self-directed, the ability to work independently, and highly motivated.
- Ability to work in a fast-paced and deadline driven environment.
- Ability to prioritize, manage time well, multitask and troubleshoot.
- Strong interpersonal, communication and customer service skills.
- Exhibits sound and accurate judgment.

Physical requirements

The physical demands described here are representative of those met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle and feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance. The employee must regularly be able to lift and/or move up to 25 pounds. The ability to deal with time constraints are essential functions of this job.

Working conditions

While performing the duties of this job, employees are regularly exposed to odors and airborne particles. The noise level in the work environment is moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Acknowledgement

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by (sign): _____

Print Name: _____ Date: _____

Manager Signature: _____ Date: _____



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This job description is not intended to be all-inclusive. Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all- encompassing. Needs and requirements may vary according to business needs or necessity