



Choctaw Health Center

Health Information Management
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4180

JOB ANNOUNCEMENT # 011127

POSITION: Health Information Administrative Assistant
SALARY: **GRADE 7**
SUPERVISOR: Health Information Director
JOB LOCATION: Choctaw Health Center – Health Information Department
TYPE OF EMPLOYMENT: Regular Full Time/Non-Exempt/Non-Essential
OPENING DATE: **OCTOBER 11, 2021** **OCT 11 2021**
CLOSING DATE: **OCTOBER 25, 2021 OR UNTIL FILLED**

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

SCOPE OF SERVICE AND EFFECT:

The incumbent is expected to work independently without the direct supervision by the Health Information Director and exercise supervisory authority in the absence of the HIM Director as necessary. Must be flexible and adjust to change in work area depending upon the needs of the service in meeting deadlines in certain areas. Must exercise initiative in keeping informed of changes in procedures which affect the areas to which he/she may be assigned to train others. Incumbent must provide support of the ongoing functions of electronic health record environment.

DUTIES AND RESPONSIBILITIES:

- 1) Manage and coordinates the establishment of schedules, task assignments, and allocation of man-hours to fulfill departmental commitments.
- 2) Perform such work as record analysis, indexes, admitting, and assembles inpatient discharged records and scan records accordingly.

- 3) Makes decisions on matters relating to adequacy of records. Makes sure that the record will meet legal requirements and requirements of accrediting agency.
- 4) Participates in daily document scanning of patient-related reports.
- 5) Assist in planning day-to-day operations so that overall goals of the records unit will be met and the best possible environment for patient care will be provided.
- 6) Assist and carries out responsibilities in accordance with the Tribal Policies and applicable laws. Provides and implements an organization structure which clearly defines the responsibilities, duties, lines of communication and authority of each of the health information staffs.
- 7) Assist with interviews and selection of applicants for vacancies in the Health Information department.
- 8) Must be aware that special attention be given for release of all confidential information on medical records request. For medicolegal request for records, typically makes decisions on routine matters and refers to superior only unusual or especially complex cases.
- 9) Adheres to all provisions of the Privacy Act and Health Insurance Portability and Accountability Act (HIPAA).
- 10) Identifying the most appropriate records management resources.
- 11) Supervise time and attendance functions and attendance guidelines.
- 12) Performs other related duties incidental to the work described wherein and within the supervisory capacity of the Health Information Director.

WORK ENVIRONMENT

Work is performed primarily in an office setting.

JOB HAZARDS

Possible exposure to communicable diseases and viruses, toxic substance, and other conditions to a clinical environment.

PHYSICAL DEMAND

The physical demands described here must be met by an employee to successfully perform the primary functions of this job. There will be prolonged periods of sitting, keyboarding, prep and index files, and scanning paper documents to electronic health record.

SUPPLEMENT:

The incumbent must maintain the Confidentiality of Medical Records and other information contained therein within the regulations of the United States Public Health Service - Indian Health Service, HHS. Violation of Confidentiality shall be caused of adverse action.

OTHER REQUIREMENTS OF THE POSITION:

1. Able to handle frustrating circumstances in a calm and composed manner.
2. Must have a positive, friendly, upbeat, and accommodating tone.
3. Must possess a strong work ethic and team player mentality.

QUALIFICATIONS:

- 1) High School diploma or GED certificate – required. (Must be attached to application)
- 2) Certification as a Registered Health Information Technician (RHIT) is desirable, or two years of technical, or supervisory capacity experience in a health records unit.
- 3) Must have basic knowledge in medical coding procedural and principles.
- 4) Must have basic knowledge of the standards imposed under the Privacy Act as applicable to Health Information Systems.
- 5) Must be fluent in both Choctaw and English.
- 6) Excellent communication skills (written or oral).
- 7) Possess excellent interpersonal skills.
- 8) Must have computer operation skills.
- 9) Must be able to work independently and without constant supervisions.
- 10) Must possess a valid driver's license, automobile liability insurance and have dependable transportation and telephone. (ATTACH COPY OF PROOF TO APPLICATION)
- 11) Successful completion of criminal background investigation and pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and annual physical examination during employment.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference Laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by the committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is a Native American outside the order of preference set forth in this policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver granted. That waiver does not apply to other openings for which the person who is granted the waiver may request for promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians- Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350