



## Choctaw Health Center

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

### JOB ANNOUNCEMENT # 223398

**POSITION:** Document Scan Clerk (2 Positions)  
**SALARY:** Tribal Pay Scale Grade 7  
**SUPERVISOR:** Health Information Director  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Temporary (Casual Full Time); Non-Essential, Non-Exempt  
**OPENING DATE:** NOVEMBER 09, 2022 **NOV 09 2022**  
**CLOSING DATE:** NOVEMBER 28, 2022 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 healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

#### **SCOPE OF SERVICE AND EFFECT:**

The purpose of the document scan clerk is to support conversion of paper-based medical record to electronic health record through vista imaging system. Incumbent will perform variety of clerical duty, recordkeeping, and support to ongoing functions of electronic health record environment.

## **DUTIES AND RESPONSIBILITIES:**

1. Prepares documents in accordance with the scanning procedures set forth in the Health Information Program Manual – Vista Imaging Policy and Procedure.
2. Assist with records management support tasks such as preparing records for disposition, or retiring, and usage of records retention status.
3. Assist with updating files and registration procedure to initiate a health record file.
4. Assist with responding to records request. Must adhere to all provisions of the Health Insurance Portability and Accountability Act (HIPAA).
5. Performs as a floater within the department and may need to know the roles of other staffs in order to gain knowledge of the job function.
6. Performs other duties as assigned by the supervisor.

## **WORK ENVIRONMENT**

Work is performed primarily in an office setting.

## **HOURS WORKED:**

This is a temporary casual full time position. Work hour is from 8:00 AM to 4:30 PM with one-hour lunch break between 12:00 and 1:00 p.m. Normal work week is 32 hours week, Monday – Thursday or Tuesday –Friday. Employee is responsible for clocking in and out as scheduled. Adhere to Tribal personnel policy and procedure for temporary casual employee.

## **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, reading, prepping and indexing records, and scan documents.

## **OTHER REQUIREMENTS OF THE POSITION:**

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

## **JOB HAZARDS**

Possible exposure to communicable diseases, toxic substances, and other conditions common to clinical environments

## **SUPPLEMENT:**

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 a cause for adverse action.

## **QUALIFICATIONS:**

1. High school or GED equivalent certificate required (Attach Copy to Application), with at least one year's college, or at least three-year experience with hospital setting preferred.
2. Excellent communication skills (written or oral).
3. Typing and keyboarding skills required.
4. Must have computer operation skills.
5. Must possess excellent interpersonal skills
6. Must be able to work independently and without constant supervision.
7. Must possess a valid Mississippi driver's license, automobile liability

Insurance, reliable transportation, and telephone. (ATTACH COPY/PROOF TO APPLICATION)

8. Preference is given to applicants who speak the Choctaw language.
9. Successful completion of criminal background investigation and drug test.
10. Candidates will be required to show proof of being fully vaccinated against COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J&J vaccine. A copy of the vaccination card or a copy of a medical exemption, which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.

In accordance with the Choctaw Health Department 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 train 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**