



Choctaw Health Center

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

JOB ANNOUNCEMENT #076127

POSITION: Release of Information Clerk
SALARY: Tribal Pay Scale Grade 7
SUPERVISOR: Health Information Director
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt/Non-Essential
OPENING DATE: OCTOBER 06, 2022 **OCT 06 2022**
CLOSING DATE: OCTOBER 20, 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 180,000 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 position will provide services of various Health Information functions. The incumbent will interact with other employees as well as the public and will be responsible for data collection and distribution. Basic knowledge of normal hospital routines and procedures is a must for this position. Incumbent will support the ongoing functions of electronic health record environment.

DUTIES AND RESPONSIBILITIES:

- 1) Responds to Protected Health Information (PHI) request by verifying signatures on release of authorization form or obtain written consent of the patient to disclose/use/obtain health information. Records will be distributed to appropriate parties.
- 2) Enter data into the RPMS- Release of Information system upon routine requests.
- 3) Assistance to Health Information clerical staffs. To maintain this function, he/she will learn the role of each of the clerical staff to conduct their basic activities.
- 4) Interviews the patient to initiate the Medical Record and to establish eligibility, obtains proper document, and enters the patient information into the RPMS-EHR system.
- 5) Responsible for scanning consent forms and attach to appropriate provider note.
- 6) Performs patient related document scanning.
- 7) Informs patient of his/her rights under the Privacy Act and assures that appropriate forms are signed.
- 8) Maintains the ethics of medical records by adhering to the Rules of the Privacy Act and adherence to Health Insurance Portability and Accountability Act (HIPAA).
- 9) Performs other duties as assigned by the HIM Supervisor/Director.

WORK ENVIRONMENT

Work is performed primarily in an office setting.

HOURS WORKED:

This is a non-essential position. Normal 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 Monday–Friday. Employee is responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime, night differential pay, and for sick and annual leave. Incumbent will be called back to duty under certain circumstances such as short staff or emergencies

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, readings, prepping, indexing, and document scanning.

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, and
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:

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 the cause of adverse action.

QUALIFICATIONS:

- 1) High School diploma or GED equivalent certificate required (ATTACH COPY TO APPLICATION), with at least one year of college preferred, or three years of experience with health record system.
- 2) Fluent in English and Choctaw languages.
- 3) Ability to use and understand the medical terminology.
- 4) Excellent communication skills (written and oral).
- 5) Must have basic knowledge with computer systems in a hospital setting.
- 6) Possess excellent interpersonal skills.
- 7) Must be able to work independently and without constant supervision.
- 8) Must possess a valid Mississippi driver's license, automobile liability insurance and reliable transportation, and a telephone. ATTACH COPY/PROOF TO APPLICATION)
- 9) Preference is given to applicants who speak the Choctaw language.
- 10) Successful completion of criminal background investigation and drug test.
- 11) 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 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