

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: HEALTH INFORMATION TECHNICIAN I (H.I.T. I)
DEPARTMENT: H.I.M
SUPERVISOR: H.I.M. DIRECTOR or HEALTH INFORMATION
TECHNICIAN II (H.I.T. LEAD)
CLASSIFICATION: NON-EXEMPT

POSITION SUMMARY:

. Prepares daily patient schedules, verifies insurance eligibility and updates required. Processes, scans and distributes electronic fax/incoming correspondence as received. Audits patient records for accuracy of data within the Electronic Health record and other databases. Processes patient referral information and sends to Referral Coordinator. Processes requests for Release of Information for audits, patients, courts and others as received. Trains additional or other employees in health record processes as needed. Provides coverage for absent employees. Requests, audits, updates and scans patient demographic and other information into the patient record. Requires good typing and data input skills. Provide superior customer service to both internal and external customers.

Work is performed under the general supervision of a higher level employee and is reviewed for accuracy, completeness and adherence to established procedures.

ESSENTIAL JOB FUNCTIONS:

- Runs daily patient schedules; prepares information for registration, billing and coding.
- Verifies insurance/third party eligibility; determines co-pays/share of cost of patient.
- Compiles data from patient records for periodic queries and statistical reports
- Processes all incoming correspondence and accurately distributes and scans into the patient record.
- Accountable for restricting access to the health records department and to release records to authorized personnel only
- Processes referrals timely and sends information to Referral Coordinator.
- Processes and verifies Release of Information (ROI) for audits, patients, courts and maintains the ROI module
- Audits, verifies, updates, scans and corrects patient information within the electronic health record accurately.
- Compiles data from patient records for periodic queries and statistical reports.
- Assures compliance with HIPAA, CMIA, Privacy Act and Freedom of Information guidelines
- Will be cross trained and help train employees within other areas of the department
- Provides coverage for other HIM staff as needed
- May be assigned to various work sites depending upon staffing needs.
- Contributes to and participates in LCTH community events.
- Other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School Graduate or GED
- 6 months or more experience working in a health record department.
- Understanding of medical insurance eligibility preferred
- Basic understanding of HIPAA, CMIA, privacy and confidentiality.
- Bilingual skills in English and Spanish preferred
- Knowledge of business English, spelling and some medical terminology
- Must be skilled in computer data input, keeping accurate records, typing and ability to organize and prioritize multiple tasks
- Must possess a high level of competency in organizational, communication and interpersonal skills
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex. Disability or political affiliation

- Ability to prepare and express ideas in writing and verbally
- Ability to understand and carry out oral and written instructions
- A valid California Driver's license is required
- Must be available for occasional travel to conferences, seminars and training
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- CPR Certification required after employed

All LCTHC employees are expected to:

- Provide the highest possible level of service to patients;
 - Promote teamwork and cooperative effort among employees;
 - Maintain safe practices; and
 - Abide by the LCTHC policies and procedures as they may from time to time be updated.
- Demonstrate the core values and mission of the organization.

PHYSICAL DEMANDS:

The physical demands as described here, are representative of those that must be met by an employee to successfully perform the essential and core functions of this job. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Utilization of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

BOD Approved 7/2019