

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Health Information Technician
Department: Health
Reports to: Health Information Manager
Status: Non-Exempt
Salary Level: \$19.52 to \$27.32 per hour/(\$40,602 to \$56,826) Annually
Terms: B24
Opens: July 30, 2024
Closes: August 13, 2024

SUMMARY: Support the clinical staff in delivering the highest quality care by ensuring the data within the medical record is accurate and complete. Bring a care coordination approach to our health information management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to patients and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Recognizes and is sensitive to the cultural dimension inherent in the practice of health education in Native American communities. Must be culturally competent and meet the health literacy and linguistic needs of target populations.
- Abides by HIPAA policies pertaining to protected, personal health information; keeping it in strictest confidence as required by federal law, CFR 42, and Tribal policies and statutes.
- Follow up on status of outstanding referrals and support patients in reducing barriers to care.
- Assist Health Information Manager in data quality improvement projects, as needed.
- Assist Health Information Manager in monitoring GPRA measures and other population health indicators.
- Complete quality assurance (QA) for medical records scans.
- Responsible for preparing charts for providers to support their upcoming physician appointments.
- Ensure all reports and testing are available for physician review in advance of all scheduled appointments.
- Responsible for monitoring completeness of patient medical records and identifying gaps in needed data.
- Cross train in Medical Records to provide additional support as directed.
- Will have the opportunity to create and/or participate in special project(s).
- Assist with Health Department outreach and events as needed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE: High school diploma or G.E.D. required. One year of college coursework completed in a health or office administration field required(12 credits completed successfully). Associate degree in health or related field preferred. Minimum 3 years working in a medical office required. Experience working with Tribal community is preferred. A combination of education and work experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform the job successfully individual must have strong computer skills with experience in MS Word, MS Excel, and EHR. Must have excellent written and verbal skills. Must be detail oriented and have excellent organizational skills. Must have working knowledge of medical terminology. Must have ability to carry out tasks and assignments with minimal supervision. Must have good communication skills and be computer savvy. Must maintain confidentiality and security of all medical records and patient information at all times. Must be open and willing to learn of a broad range of skills and regulatory requirements for medical clinic functioning. Must be dependable and time conscious. Must be able to work well with others and give constructive feedback as necessary. Must be able to work as part of a team in delivery of Health Department goals. Must be able to accept constructive feedback. Must be able to work as part of a team in delivery of Health Department goals. Conducts behavior in a manner that is professional and courteous to all patients and staff at all times.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation. Individual must have a positive job history with former employers, including LTBB. Individual must take TB test and get influenza vaccination annually due to working in a health setting. LTBB Health Department is a scent free environment