



Ho-Chunk Nation

Job Description



TITLE: Medical Records Patient Registration Supervisor		JOB CODE: MRPR
GOVERNMENT – EMPLOYEE		EEO: 2
PAY GRADE: 10		
EXEMPT	FLEX	FUNDING SOURCE: IHS/NPD
NATIVE AMERICAN PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Oversees Medical Records and Patient Registration operations and monitors patient information for accuracy and completeness.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Monitor and evaluate electronic medical records for completeness and accuracy daily.
2. Perform random electronic chart audits daily to ensure patient demographics, insurances, and Tribal specific information is accurate and timely.
3. Ensure via chart audits as well as daily activities that Release of Information forms are completed and acted upon to allow for the lawful exchange of medical information.
4. Monitor scanning procedures to assure medical reports, correspondence, and lab and x-ray results are under the appropriate categories in the electronic medical record and posted on a daily basis.
5. Participate in clinic committees and activities as assigned by supervisor.
6. Daily perform all duties with strict compliance with the State and the Health Insurance Portability and Accountability Act (HIPAA) of 1996 to ensure patient confidentiality.
7. Supervise patient registration/scheduling duties and medical records duties weekly.
8. Perform other duties as assigned by Supervisor.

JOB RESPONSIBILITY

Job Reports to	Health Finance Director
Leadership Accountability	Develops policy and strategic plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages sub-unit of department
Financial Accountability	None
Customer Accountability	Interfaces with regulatory authorities
Freedom to Act	Operates with significant independence

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School diploma or equivalent.

ESSENTIALS:

1. Valid driver's license, dependable transportation and proper insurance.
2. Possess Coding Certification or be able to obtain within one (1) year of hire.
3. Must lead and promote a healthy, non-abusive lifestyle.



EXPERIENCE:

1. Minimum of two (2) years computer and general office experience.
2. Must be familiar with medical terminology and coding classification of medical diagnosis and procedures, as well as, knowledge of Anatomy and Physiology.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to work well under pressure while providing courteous and cooperative assistance to patients and co-workers.
2. Ability to diffuse a tense and possibly harmful situation and avert a crisis situation through crisis intervention techniques.
3. Organizational skills are a must.
4. Must maintain patient confidentiality in accordance with department policy, privacy act/HIPPA regulations.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The Health Finance Director ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work

WORKING CONDITIONS

1. Ability to sit at a computer workstation for long periods of time (greater than 80% of the time) with intermittent standing and walking throughout an 8 hour shift.
2. Possess the necessary hand dexterity for typing and writing for long periods of time.
3. Ability to view computer screens for long periods of time.
4. Maintain a clean and healthy work environment.
5. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and other electrical office equipment.
6. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.
7. Travel may be required for job related trainings