



## **Elbowoods Memorial Health Center**

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax Number: (701) 627-2809

EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

### **POSITION DESCRIPTION**

**POSITION:** ROI SPECIALIST  
**RESPONSIBLE TO:** HIM Manager  
**SALARY:** \$DOE  
**CLASSIFICATION:** Non-management  
**LOCATION:** EMHC/Field Clinics

#### **POSITION SUMMARY: POSITION INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING**

This position is responsible to Elbowoods Memorial Health Center, HIM Supervisor. This position serves primarily as the ROI SPECIALIST for EMHC and four field clinic locations. This position is located in the Health Information Management Department within the secured Business Office Area of the Elbowoods Memorial Health Center, New Town, ND.

ROI Specialist will be responsible for processing all release of information requests in a timely and efficient manner ensuring accuracy and providing requestors with the highest customer service. Associate must at all times safeguard and protect the patient's right to privacy by ensuring that only authorize individuals have access to the patient's medical information and that the releases of information are in compliance with the request, authorization, company policy and HIPAA regulations.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Coordinates and completes the release of medical information to all requestors, including but not limited to patients, healthcare providers, insurance companies, and lawyers following in accordance with EMHC policy and federal/state laws.
2. Processes subpoenas, court orders, and restitutions.
3. Must answer phone calls concerning various ROI issues.
4. Assists in retrieving medical records for physician completion.
5. Keeps a log of medical records requests and releases.
6. Adheres to HIPAA laws and regulations.
7. Complies with MHA Nation and Elbowoods policies and regulations.

8. Works closely with all departments of EMHC and Field Clinics.
9. Other medical records duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Basic computer skills and proficiency. (MS, ADOBE, EXCEL)
2. Ability to maintain patient confidentiality and knowledgeable of HIPAA.
3. Strong written and oral skills. Able to conduct self in a professional manner at all times.
4. Answer phone and make calls in a highly professional manner.
5. Must wear professional clothing to work. No sweats or open toed shoes.
6. Strong Organizational Skills including up-keeping desk daily in addition to daily duties.
7. Self-motivated, self-directed, ability to work independently in the absence of supervision.
8. Highly responsible and highly dependable to show up for scheduled work shifts on time.
9. Must be able to operate standard office equipment.
10. Cognitive knowledge, skills, and abilities related to the position.
11. Attention to detail. Team player attitude. Exhibits positivity and willingness to work.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION:**

- Must have a minimum of a high school diploma or GED. Must submit copy of degree or transcripts with application. **REQUIRED.**
- Must have a year of experience with ROI's. **REQUIRED.**
- Must submit to and clear a Criminal Records Background Check. **REQUIRED.**
- Must submit to an Alcohol/Drug Screen and random testing per policy. **REQUIRED.**
- Will need to have an acceptable motor vehicle record. A copy of a valid driver's license in good standing and must supply a driver's license abstract from the North Dakota Department of Motor Vehicle. **REQUIRED.**
- CPR/First Aid certified. **PREFERRED.**
- Computer knowledge and proficiency. **REQUIRED.**
- Previous clinical experience. **PREFERRED.**
- An up-to-date Resume'. **PREFERRED.**
- Medical Terminology course taken. **PREFERRED.**
- Familiarity with MHA Nation culture, values, and traditions. **HELPFUL.**
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

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### **WORKING CONDITIONS:**

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

### **APPLICATION PROCEDURE**

Submit an application for employment with all requirements and supporting documentation to:

**Three Affiliated Tribes  
ATTN: Human Resources  
404 Frontage Road  
New Town, ND 58763**

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**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified. Applications will not be returned.

**Indian Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

**Veterans Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.