



## Elbowoods Memorial Health Center

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

EXEMPT  X   
NON-EXEMPT    

### POSITION DESCRIPTION

**POSITION:** HIM Manager  
**RESPONSIBLE TO:** Administrative Officer  
**SALARY:** \$DOE/DOQ  
**CLASSIFICATION:** Management/Supervisor  
**LOCATION:** EMHC/Field Clinics

**POSITION SUMMARY:** This position is located in the Medical Records Department of the Elbowoods Memorial Health Center, New Town, ND. This position is responsible to coordinate record review and assists requesters with the access to and release of information in a fast paced ambulatory care health center. Respond to requests for medical information by performing duties in accordance with establishing clinic and departmental policy and state federal laws. Responsible for the receipt, scanning, indexing of medical record documents into the electronic health record (EHR) in a timely and accurate manner. Obtains information from outside records; inpatient, outpatient visits into the computerized medical data base. Ensures accuracy of medical record data. Processes incoming and outgoing mail on a daily basis.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Supervises Health Information Department
2. Maintains release of information logs
3. Creates medical record charts as needed
4. Provides HIPAA training and maintains documentation of mandatory training.
5. Updates and maintains HIM Department Policies and Procedures.
6. Coordinates and completes the release of medical information to all requesters, including patients, physicians, and other healthcare providers
7. Coordinates and completes the release of medical information to insurance companies and lawyers.
8. Processes subpoenas and court orders.
9. Verifies authorizations in accordance with the EMHC and Three Affiliated Tribes Policy and procedures, and federal laws.
10. Ensures all records are stamped with the date received and logged in the correspondent log.
11. Assists in retrieving medical records for physician completion, when necessary.

12. Scans health information into the electronic health records system.
13. Files health Information that has been scanned per HIM Policy.
14. Works closely with all departments of EMHC and Field Clinics.
15. Performs quarterly performance improvement activities through chart review etc.
16. And other duties as assigned.

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

1. Strong supervisory skills
2. Basic computer skills or willingness to learn.
3. Ability to maintain patient confidentiality.
4. Knowledgeable of HIPAA
5. Strong Organizational Skills
6. Self-motivation, self-directed
7. Familiar with Electronic Medical Records
8. Microsoft Office Suite, Adobe, RPMS

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

- Associate's degree from an accredited college or university, **PREFERRED**, *Must submit copy of degree or transcripts with application.*
- 2 years related work experience, **REQUIRED**.
- Computer knowledge and proficiency, **REQUIRED**.
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit and clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- 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.*

### **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.
- 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.