



Elbowoods Memorial Health Care Centers

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

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: PRC Receptionist/Data Entry
RESPONSIBLE TO: PRC Manager
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: The Receptionist/Data Entry Clerk shall work in the Purchased & Referred Care Office under the direct supervision of the PRC Supervisor and, shall be responsible for the maintenance, confidentiality and security of all PRC Documentation and Files. Responsible to enter and file data in an efficient and timely manner, shall work closely with the Purchased and Referred Care staff.

1. Maintains administrative office and functions in a professional and orderly manner.
2. Accurately and consistently, in a timely manner, enters all PRC data into the RPMS system in accordance with EMHC PRC requirements.
3. Maintains and Files PRC documents in a timely and organized manner.
4. Demonstrates knowledge and understanding of PRC policy and procedure.
5. Answer and direct phone calls in a professional and friendly manner.
6. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
7. Employs customer service skills in establishing and assisting communication and collaboration with staff and customers in assigned tasks
8. Maintains required reporting as assigned

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

QUALIFICATIONS AND EDUCATION:

- High School Diploma / GED, **REQUIRED**
- Must have basic knowledge of the Resource Patient Management System (RPMS).
- Must have one-year experience with data processing procedures and computer data entry capability or willingness to learn **REQUIRED**.

Position Description
PRC Receptionist/Data Entry

- Must have basic office skills to include tele-communications, typing, telephone, filing, keyboard, ten-key adding machine, copiers, computers, etc.
- Attention to detail necessary.
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, word processing, email, and database software), **REQUIRED**.
- Medical Terminology, **PREFERRED**.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, in diverse environments **HELPFUL**.
- Ability to manage time well and work under stressful conditions with and even temperament.
- Ability to establish and maintain harmonious work relations with other employees and the public.
- Ability to understand and follow oral and written instructions.
- 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 and be insurable by the Tribe's insurance carrier, **REQUIRED**.
- Must pass a Criminal Records Background Check.
- Must pass and 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.