



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:	PATIENT ACCOUNTS/DATA ENTRY
RESPONSIBLE TO:	PRC Supervisor
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 Data Entry Clerk shall work in the Business Office under the direct supervision of the PRC Supervisor and, shall be responsible for the maintenance, confidentiality and security of all Patient Care Component (PCC)/Patient Registration forms. Responsible to enter PCC Data in an efficient and timely manner, shall work closely with the Purchased and Referred Care staff to assure compliance with applicable Healthcare standards, and oversees ICD, CPT, E/M, and HCPC coding for all the medical visits at the clinic location assigned, works closely with PRC staff, Medical Providers, and other coders.

1. Accurately and consistently, in a timely manner, enters all PCC data into the RPMS system in accordance with IHS requirements.
2. Continually strive to ensure the confidentiality, security, and safety of patient records and demonstrates compliance with Medical Records Policy and procedures as well as the requirements of the Privacy Act.
3. Exhibits responsibility for all ICD, CPT, E/M, and HCPC coding, health factors, and education codes for all medical visit's for assigned clinic location.
4. Consistently assist with all coding activities, updates and education for all clinic locations.
5. Accurately verifies the information on the PCC/PCC+ form that will enable a "clean claim" to pass forward to data entry, billing, and ultimately the insurance company.
6. Consistently and accurately reviews all CPT and ICD codes along with the nurse and provider to determine which codes will be downloaded onto the PCC+ form.
7. Consistently review and keep up to date on recent codes and coding regulations.
8. Capably assist with development of coding training for other data entry staff and medical providers.

9. Capably assist with conducting coding audits to determine accuracy and compliance with applicable regulations.
10. Routinely assist with coordinating meetings with nurses, coders and providers to review questions and codes.
11. Capably available to work closely with Database Administrator and other appropriate Medical staff to assure accuracy of Patient Records in the RPMS.
12. Sufficiently enters and retrieve data as requested or required by appropriate Medical Staff.
13. Consistently review and proof read data for accuracy before entry.
14. Exhibits ability to work closely with PI department to assure accuracy and compliance with all appropriate Healthcare standards and collect and monitor PI data as required.
15. Consistently attend and participate in all meetings and functions as requested to assure coding accuracy and PCC data accuracy.
16. Consistently complete any PI activity involving the accuracy of PCC data entered into the RPMS.
17. Exhibit accurate and timely entry of all patient registration information.
18. Sufficiently provide support to the billing department as needed.
19. Is capably available for local and out of the area travel as required for job related training.
20. And other job duties 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 possess CPC, CCSP, RHIT, and RHIA license **or** be a certified coder **Preferred**.
- Must have basic knowledge of the Resource Patient Management System (RPMS).
- Must have a minimum of three to five years' experience in an ambulatory setting.
- Must have one-year experience with data processing procedures and computer data entry capability or willingness to learn **REQUIRED**.
- Must have working knowledge of Medical Terminology, ICD, CPT, HCPC coding rules and guidelines, modifier codes, anatomy, and physiology, and E/M coding for optimal reimbursement, as it relates to patient treatment/services.
- 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 an 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.
- 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 a Three Affiliated Tribes; ***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.

Indian Preference Will Apply: In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring, along 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.