

**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**LVDHC HUMAN RESOURCES**

*P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969*

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**JOB VACANCY**

**POSTED: 09/06/2023 UNTIL FILLED**

**POSITION:** Medical Records Coordinator  
**LOCATION:** LVD Health Center, Watersmeet, MI  
**EMPLOYMENT:** Full Time – Non-Exempt

**DESCRIPTION:**

The Medical Records Coordinator is responsible for organizing and managing health information data and maintain accessibility and security in both paper files and electronic systems. The Medical Records Coordinator is responsible for providing oversight and guidance for processes related to patient health record release of information, record filing, scanning, and storage. The Medical Records Coordinator ensures that the organization is following all regulatory and legal requirements in handling health records information. The Medical Records Coordinator demonstrates problem solving skills as they relate to medical records management and security and privacy of health information, and provides education, guidance, and acts as a role model for patient privacy.

**DUTIES and RESPONSIBILITIES:**

- Works with I.T. to oversee the maintenance and accessibility of medical records
- Must be familiar with or be able to learn E.M.R./E.D.R. computer software, follow security and privacy practices, and analyze electronic data to improve healthcare information
- Ensures that all HIT practices meet credentialing, state, and federal standards
- Responds to requests for records, letters, reports ensuring appropriate authorizations are in place
- Maintains confidentiality, security, and physical safety of patients' records
- Assists providers with completion of forms, clerical tasks
- Tracks patient data for quality assessment, e.g. referrals
- Electronically mails and scans documents within E.M.R. systems

- Picks up and delivers to all departments, documents for faxing, scanning, mailing, shredding etc., at designated scheduled times
- Scans documents into the E.M.R.
- Shreds PHI when needed
- Organizes laboratory, x-ray, consults and other reports into the medical record.
- Manages collection, storage, distribution, retrieval, and destruction of records.
- Develops or updates medical records policies and procedures, including timely release of records, requests for records, retention of inactive records, etc.
- Assists in the training and education of staff related to privacy policies and procedures
- Provides information to staff regarding HIPAA and privacy protections
- Develops and maintains appropriate privacy and confidentiality consent forms, authorization forms, and information notices
- May assist with scheduling patient appointments
- Perform other duties as assigned

### **QUALIFICATIONS:**

- Must be knowledgeable in the techniques used in health information management and the laws protecting the patient's privacy regarding medical information
- Trained/certified in HIT or relevant certification.
- Must be able to understand medical terminology
- Previous experience with Electronic Medical Record (E.M.R.)
- Strong attention to detail and accuracy
- Proficient in computer skills, e.g., excel, word, etc.
- Demonstrates the ability to work effectively within teams and within a dynamic work environment
- High level of understanding and adherence to HIPAA laws
- 3-5 years' experience working in the Health Information field preferred
- Must be motivated and able to work independently
- Maintain a good working relationship and communication with both internal and external customers
- Provide excellent customer service
- Current BCLS certification

### **WORK CONDITIONS:**

Fast paced ambulatory clinic environment, often working independently, must be able to quickly respond to record requests and distribution.

### **PHYSICAL REQUIREMENTS:**

Must be able to sit for extended periods of time; frequent repetitive motion, walking; occasional pushing, pulling, reaching, bending, stooping, stretching, lifting and carrying. Must be able to work at a computer for extended periods of time.

**Preference will be given to qualified individuals of American Indian descent.**

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Lac Vieux Desert Health Center Mission Statement:** The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

**Date Approved by the Tribal Council: 3/1/2018**

**Update Council Approval: 10/28/2020**

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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_