

**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**  
**LVDHC HUMAN RESOURCES**

*P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969*  
*Phone: 906-358-4587 Fax: 906-358-4118*



**JOB VACANCY**

**POSTED: 02/09/2024 UNTIL FILLED**

**Sign-On Bonus \$3,000**

**POSITION:** Medical Records Coordinator  
**LOCATION:** LVD Health Center, Watersmeet, MI  
**EMPLOYMENT:** Full Time – Non-Exempt  
**SALARY/PAY RATE:** Based on Experience/Qualifications

**Willing to provide on the job training for this position.**

**UPON HIRE:**

- 2 weeks paid vacation
- Dental
- Vision
- Health Insurance

**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 Electronics Medical Record (E.M.R.)/ Electronic Dental Records (E.D.R.) computer software, follow security and privacy practices, and analyze electronic data to improve healthcare information.
- 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/E.D.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./E.D.R.
- Shreds Patient Health Information (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.
- 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:**

### **PREFERRED:**

- Knowledgeable in the techniques used in health information management and the laws protecting the patient's privacy regarding medical information.
- High level of understanding and adherence to HIPAA laws.
- Understanding of medical terminology.
- Previous experience with Electronic Medical Record (E.M.R.).
- 3-5 years' experience working in the Health Information field.

### **REQUIRED:**

- Proficient in computer skills, e.g., excel, word, etc.
- Demonstrates the ability to work effectively within teams and within a dynamic work environment.
- 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.
- Must maintain a clean and organized work area.

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

- Fast paced with occasional high pressure or emergent situations.
- May wear PPE such as gloves or a mask.
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public.
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking.
- Occasional bending, stooping, lifting less than 20 pounds.
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone.

**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**

**LVD Health Center  
Human Resources Department  
P.O. Box 9, N5241 US 45  
Watersmeet, MI 49969  
Email: [careers@lvdhealthcenter.com](mailto:careers@lvdhealthcenter.com)  
Website: <http://www.lvdhc.org>  
Phone: 906-358-4587 Ext. 102  
Fax: 906-358-4118**

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