# POSITION DESCRIPTION

**POSITION: PATIENT HEALTH RECORDS TECHNICIAN**

**DEPARTMENT:**  Bay Mills Health Center **GRADE:** DOE

**REPORTS TO:** Business Office Manager **STATUS:** Non-Exempt

# POSITION SUMMARY:

The position is responsible for the maintenance of patient health records, through pre-determined methods, using organized patient record formats, assuring confidentiality, security, and physical safety of patient information.

**ESSENTIAL FUNCTIONS:**

1. Responsible for the day-to-day service and maintenance of patient health records, ensuring compliance, security, and physical safety of patient records.
2. Maintains confidentiality of patient record information according to the Privacy Act, other guidelines e.g., confidentiality of medical records in Michigan and HIPPA Regulations.
3. Composes responses to routine requests for release of patient information. Selects and compiles information requested and forwards to the patient, and/or to other physicians, insurance companies, etc. Determines validity of those requests for legal issues.
4. Assures that patient release of information signature is on file.
5. Responsible for preparing inactive medical records for storage as per BMHC policy.
6. Responsible for assuring that the patient record is assembled in proper sequence, assures that all necessary forms and documents are present, accurate and complete. Assures that all appropriate copies and mailing of forms are complete.
7. Assists in evaluation of patient records and participates in medical records audits to ensure documentation and accountability of data.
8. Contact outside medical facilities for patient records and distribute according to timeframe and policies and procedures.
9. Follows procedures utilizing all practice management systems used by the Health Center for patient health data.
10. Responsible for working with appropriate staff who chart to identify and correct any problems with charting accuracy.
11. Function as a Medical/Dental Receptionist when reception staff are not on site, following the policies and procedures.
12. Other duties may be assigned within the scope and complexity of this position’s essential functions.
13. Must attend all mandatory trainings offered through the Human Resources Department and/or Department Director.

**PHYSICAL REQUIREMENTS**:

While performing the duties of this job, the employee is regularly required to sit and walk. The employee must occasionally lift and/or move numerous heavy charts. The employee must occasionally reach, bend, and crouch.

**POSITION REQUIREMENTS:**

1. An Associate Degree in Health Information Technology is preferred. However, willing to consider applicants lacking an Associate’s Degree if the candidate has 3-5 years’ experience successfully maintaining medical records.
2. Applicant must have a high school diploma or GED.
3. Prefer an applicant who is considered a “Registered Health Information Technician”.
4. Experience utilizing standardized medical records processes.
5. Prior work experience in a Health and Human Services setting.
6. Applicant must have experience keeping medical records under the Privacy Act and applicable confidentiality laws and make a written commitment to confidentiality.
7. Applicant must be able to prove proficiency in the computer technologies applicable to patient records.
8. Excellent written and oral communication skills required.
9. Must have an excellent past work record as proven by past work references.
10. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** June 28, 2017 @ 4:30 pm

**APPLY TO:** Send Resume and/or Application to:

Renae Carrick; Human Resources Generalist

Bay Mills Human Resources Department

12124 W. Lakeshore Drive

Brimley, MI 49715

[rmcarrick@baymills.org](mailto:rmcarrick@baymills.org)

Subject: Patient Health Record Technician