



## Elbowoods Memorial Health Center

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

EXEMPT   
NON-EXEMPT

### POSITION DESCRIPTION

**POSITION:** LEAD HIM TECHNICIAN  
**RESPONSIBLE TO:** HIM SUPERVISOR  
**SALARY:** \$DOE  
**CLASSIFICATION:** NON-MANAGEMENT, REGULAR, FULL-TIME  
**LOCATION:** EMHC/FIELD CLINICS

#### **POSITION SUMMARY:** *POSITION INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING*

This position is responsible to Elbowoods Memorial Health Center, HIM Supervisor. This position serves primarily as the Lead HIM Technician for EMHC and 4 field clinic locations. This position is located in the Health Information Management Department within the secured Business Office Area of the Elbowoods Memorial Health Center, New Town, ND.

The Lead HIM Technician position must have thorough understanding of Health Information Management departmental standards and guidelines according to state and federal law regulations. The Lead Technician will be responsible for assisting the HIM Director with training new technicians on departmental processes as well as providing continuing education and training of current staff. The Lead HIM Technician will be the back-up for HIPAA training for new hires, orientation, and general staff meetings. In particular, the Lead HIM Technician position will be solely responsible for conducting quality assurance checks on all images scanned into the Electronic Medical Record prior to being shredded. The Lead HIM Technician will also assist the HIM Director with payroll if requested or required.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Must have full comprehensive knowledge of HIM departmental laws, regulations, and processes
2. Must be available to fill in for other job roles within the department as needed
3. Must be able to present and train in front of group settings
4. Keeps an organized and clutter free work space/environment
5. Assists HIM Director with training new staff
6. Assists HIM Director with continuing training needs of current staff
7. Assists HIM Director with conducting HIPAA training of new staff, orientation training, and general staff meetings
8. Assists HIM Director with payroll
9. Assists HIM Director with creation and review of current policies and procedures

10. Conducts quality assurance checks on all scanned records prior to shredding
11. Shreds paperwork in a timely HIPAA compliant manner
12. Ensures all records are processed according to HIM Policies and Procedures which include but are not limited to the following:
  - a. All records for scanning are numbered, date stamped, and logged in the correspondence log
  - b. Documents for scanning are fully completed with signatures, dates, and two patient identifiers prior to scanning
  - c. Records are scanned in a timely manner
  - d. Provider acknowledgement is received on all outside facility records
  - e. Processes Authorizations to Disclose Protected Health Information according to state/federal laws/EMHC Policies and Procedures
13. Adheres to HIPAA Laws and Regulations
14. Works closely with all departments of EMHC and Field Clinics
15. Other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Basic computer skills and proficiency. (MS, ADOBE, EXCEL)
2. Ability to maintain patient confidentiality and knowledgeable of HIPAA.
3. Strong written and oral skills. Able to conduct self in a professional manner at all times.
4. Answer phone and make calls in a highly professional manner.
5. Must wear professional clothing to work. No sweats or open toed shoes.
6. Strong Organizational Skills including up-keeping desk daily.
7. Self-motivated, self-directed, ability to work independently in the absence of supervision.
8. Highly responsible and highly dependable to show up for scheduled work shifts on time.
9. Must be able to operate standard office equipment.
10. Cognitive knowledge, skills, and abilities related to the position.
11. Attention to detail. Team player attitude. Exhibits positivity and willingness to work.

**QUALIFICATIONS, EXPERIENCE, EDUCATION:**

- Must have a minimum of a high school diploma or GED. Must submit copy of degree or transcripts with application. **REQUIRED.**
- Must submit to and clear a Criminal Records Background Check. **REQUIRED.**
- Must submit to an Alcohol/Drug Screen and random testing per policy. **REQUIRED.**
- Will need to have an acceptable motor vehicle record. A copy of a valid driver's license in good standing and must supply a driver's license abstract from the North Dakota Department of Motor Vehicle. **REQUIRED.**
- CPR/First Aid certified. **PREFERRED.**
- Computer knowledge and proficiency. **REQUIRED.**
- Previous clinical experience. **REQUIRED.**
- An up to date Resume'. **PREFERRED.**
- Medical Terminology course taken. **PREFERRED.**
- Familiarity with MHA Nation culture, values, and traditions. **HELPFUL.**

- 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.
- Work situations may be stressful due to time constraints and which may require irregular work hours.
- Working later hours or weekends may be required.
- Work is performed inside with exposure to unpredictable crisis situations.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Adversely, prolonged sitting 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 HEALTH CARE CENTER POSITIONS.

**APPLICATION PROCEDURE**

Submit a Three Affiliated Tribes Health Care Center; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes  
ATTN: Human Resources Dept.  
1058 College Drive  
New Town, ND 58763**

**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified. Applications will not be returned.

**Indian Preference Will Apply:** In accordance with Three Affiliated Tribes Health Care Center 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 Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.