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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

- Title:** Health Information Clerk
- Reports to:** Clinic Supervisor
- Location:** Happy Camp, CA
- Salary:** \$12.00 to \$15.00 per hour, depending on experience
- Classification:** Full Time, Non-Exempt Non-Entry Level
- Summary:** Shall work under the direct supervision of the clinic Supervisor and shall receive guidance from the RPMS Site Manager and Clinical Applications Coordinator (CAC) to transition into the Electronic Health Record (EHR) and shall fulfill all Vista Imaging scanning requirements related to the EHR in a timely manner. The Health Information Clerk shall audit electronic records according to a schedule developed by quality management and shall comply with AAHC Clinical Records and Health Information standards. In regards to the paper records the Health Information Clerk shall ensure their security, confidentiality, and physical safety, and shall supervise maintenance, storage, and appropriate access.

### Job Posting Open Until Filled

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Health Information Clerk

**Reports To:** Clinic Supervisor

**Location:** Happy Camp, CA

**Salary:** \$12.00 to \$15.00 per hour, depending on experience

**Classifications:** Full Time, Non Exempt, Non-Entry Level

**Summary:** Shall work under the direct supervision of the clinic Supervisor and shall receive guidance from the RPMS Site Manager and Clinical Applications Coordinator (CAC) to transition into the Electronic Health Record (EHR) and shall fulfill all Vista Imaging scanning requirements related to the EHR in a timely manner. The Health Information Clerk shall audit electronic records according to a schedule developed by quality management and shall comply with AAAHC Clinical Records and Health Information standards. In regards to the paper records the Health Information Clerk shall ensure their security, confidentiality, and physical safety, and shall supervise maintenance, storage, and appropriate access.

**Responsibilities:**

1. Shall consistently maintain the confidentiality, security and physical safety of all (electronic and paper) patient health records.
2. Shall scan all non-electronic patient data into health record which may include records from outside providers, DEA scripts, release of information, and consultant reports.
3. Shall scan and send all patient data (consultant reports, EKG's, hospital reports, etc.) received to the provider for signing.
4. Shall respond to release of records or information in accordance with policy and procedures.
5. Shall supervise the collection, processing, maintenance, storage, timely retrieval, distribution, and appropriate access to the paper records.
6. Shall complete Incident Reports on missing records.
7. Shall log health records in and out per request of persons with a need to know, or of any transfers.

8. Shall comply with AAAHC Clinical Records and Health Information standards.
9. Shall audit electronic records and report findings to the ACQI Committee according to a schedule developed by quality management.
10. Shall attend all Medical Records meetings and actively participate in discussions.
11. Shall provide backup for other front office activities.
12. Shall be readily available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
13. Is polite and maintains a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. At least one year experience in medical office is preferred.

**Requirements:**

1. Must have a High School Diploma or equivalent.
2. Must possess excellent computer skills and knowledge to generate reports and graphs for audits and reports.
3. Must have an understanding of the sensitivity and confidentiality status of the patients' information and strictly adhere to confidentiality policy.
4. Must have an understanding of medical terminology.
5. Must possess valid driver's license and be insurable by the Tribe's insurance carrier.

6. Must provide documentation of immunity to measles, rubella, and /or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
7. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01 Tribal Preference shall be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: February 12, 2015**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_