

**NORTHEAST MONTANA HEALTH SERVICES**  
**JOB DESCRIPTION**  
**HEALTH INFORMATION MANAGEMENT CLERK**

NAME: \_\_\_\_\_

ACCOUNTABLE TO: **DIRECTOR OF HEALTH INFORMATION MANAGEMENT**

**PURPOSE OF YOUR JOB POSITION**

The primary purpose of your job position is to maintain all medical records in accordance with federal, and state guidelines as well as in accordance with departmental policies and procedures and as may be directed by your immediate supervisor; to assure that a complete medical records program is maintained.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

**WORKING CONDITIONS**

1. Works in a well lighted, ventilated office area.
2. Is subject to sitting, standing, and bending intermittently throughout the day.
3. Is subject to frequent interruptions.
4. Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.
5. Is subject to infectious diseases and hazardous waste.
6. Is willing to work beyond normal working hours, weekends, and holidays when necessary.
7. Attends as appropriate educational offerings.
8. Must be willing to travel between campuses of NEMHS.

**ESSENTIAL JOB FUNCTIONS**

1. Must be a High School Graduate or equivalent.
2. Must be able to speak and comprehend the English Language.
3. Must be able to cope with the emotional stress of the position.

4. Must be able to see, hear or use prosthetic devices that will enable this sense to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family, co-workers, and provider.
6. Must have comprehensive knowledge of medical terminology and its application or be willing to complete either on-site or off-site instruction.
7. Preferable to type 45 words/minute.
8. General knowledge of office equipment.
9. Must display the ability to maintain absolute confidentiality at all times.

### **MAJOR JOB DUTIES**

1. Must be able to work flexible hours.
2. Must be able to speak the English language in an understanding manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, providers and co-workers.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
8. Must display ability to maintain absolute confidentiality at all times.
9. Must be able to work without direct supervision.

### **MAJOR JOB RESPONSIBILITIES**

1. Responsible for ICD-10-CM/diagnostic/operation coding and CPT coding of outpatient records.
  - a. Knowledge of medical terminology, ability to recognize and define abbreviations.
  - b. Has comprehensive knowledge of diagnostic coding of diseases and operations using ICD-10-CM volumes 1-2-3 and CPT coding.

- c. Has working knowledge of 3-M coding system.
2. Responsible for knowledge of chronological order of discharged patient charts and quantitative analysis and evaluation of discharged charts.
  - a. Assembles records with all reports, for missing reports and signatures. Properly messages appropriate employees for deficiencies
  - b. Routes records to proper places for provider signature diagnosis, coding, etc.
3. Responsible to maintain master patient index.
4. Responsible for permanent filing/scanning of medical records.
  - a. Knowledge of unit numbering, terminal digit filing, color coded folders (site specific), and chart checkout.
  - b. Scan discharge records, records that have been retrieved for review and late reports in permanent scan.
  - c. Responsible for retiring records of deceased/inactive patients/coring of inactive records.
  - d. Responsible for details while scanning of chart to ensure that patients charts are precise and accurate.
5. Responsible for printing logs and reports.
  - a. Keep daily census logs.
  - b. Keeps logs of patient names based on various ICD-10 and CPT codes as directed by the Director of Health Information Management for Medical Staff quality review.
  - c. Responsible for printing monthly reports for facility statistics.
6. Responsible to have knowledge of office machines.
  - a. Mechanical ability to operate computer, word processor, typewriter, dictating equipment, copy machine, fax machine.
  - b. Ascertains that all equipment is in proper working condition.
  - c. Ability to use, edit, and proofread with visual display terminal or other equipment/resources.
7. Responsible for making copies of medical reports.

- a. Makes copies of hand written histories and discharge summaries for physician's offices.
  - b. Copy patient's chart when requested by PRO for review or for attorneys if proper authorization by the patient accompanies such request. Notifies C.E.O. of any requests made by attorneys.
  - c. Processes release of information requests.
  - d. Makes copies of Emergency Room/Outpatient records for Physicians Office.
  - e. Makes copies of x-ray reports for workman's compensation claims.
8. Responsible for professional and courteous interactions.
- a. Ability to communicate adequately and get along with others with whom contact is made within their work. This includes but is not limited to: all providers, general staff, department managers, general public, patients, residents, and public agencies.
  - b. Must maintain complete confidentiality at all times with information seen or heard at NEMHS.
  - c. Must handle all telephone communications politely and courteously.
  - d. Observe the rules for phone privileges.
9. Miscellaneous.
- a. Responsible for telling supervisor of need to order office supplies.
  - b. Attends general staff meetings, departmental in-service meetings, and facility wide in-services.
  - c. Suggest changes that would increase efficiency or improve quality of care.
  - d. Assist Director in additional job duties as needed.
10. Responsible to abide by all policies of Northeast Montana Health Care Services.
- a. All Medical Records Policies and Procedures
  - b. All OSHA Policies
  - c. All Employee Health Policies
  - d. All Personnel Policies

- e. All Cooperate Compliance Policies
- f. All HIPAA Policies
- g. All Hazcom/Blood Borne Pathogens Policies

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

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Supervisor

Date

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Employee

Date