HOULTON BAND OF MALISEET INDIANS
Job Description
Health Information Manager/Referral Specialist

Approved by Tribal Council: 04/04/17

Status: 40 Hours per week

Pay Range: $13.00 - $18.50

Supervised by: Clinic Manager

Role: The HIM/Referral Specialist will maintain accurate and confidential records for all patients treated at the Maliseet Clinic by way of releasing and receiving medical records. This person is responsible for scanning records into VistA Imaging daily. The person in this position will receive and enter all data in RPMS coming in from outside providers offices, hospitals, etc. This person is also responsible for scheduling and following up on all referrals requested by providers at the Maliseet Clinic.

Job Duties:

1. **HIM/Data Entry**
   - Must be very proficient with electronic medical records
   - RPMS Data Entry of records received from outside agencies
   - Comply with laws concerning patient confidentiality
   - Release medical records that are requested from outside agencies

2. **Medical Referrals**
   - Process referrals in a timely manner and notify patients of appointment time, date, and directions, if necessary.
   - Follow up on all referrals and ensure notes/results, etc. from referral provider have been received.
   - Notify CHS program of any referrals requiring payment authorization
   - Issue MaineCare referrals in the MIHMS portal and obtain Insurance pre-certifications and pre-authorizations as necessary

3. **Scanning**
   - Scan all paper medical records and documents per Maliseet Vista Imaging Policies and Procedures
   - Create Buttons within VistA Imaging per Maliseet Vista Imaging Policies and Procedures
4. **Other**

- Attend job related meetings, in-service workshops, or trainings
- Other duties as assigned from time to time by the immediate supervisor
- Abide by the Houlton Band of Maliseet Indians policies and procedures
- Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function

**Minimum Qualifications:**

- High School Diploma or GED
- CNA or medical related background with knowledge of medical terminology
- Understanding of ICD-10-CM
- Strong computer and office skills
- Strong communication skills and ability to work well with others
- Understanding of Electronic Medical records
- Medical Records experience preferred
- Ability to pass a criminal background check

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirement:**

**Physical Abilities:**

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**Lift/Carry**

- 50 lbs. or less  N
- Push/Pull
  - 50 lbs. or less  N

- N  Not Applicable
- O  Occasionally (up to 2 hours a day)
- F  Frequently (2-6 hours a day)
- C  Constantly (over 6 hours a day)