

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Health Information Specialist

**Department:** Clinic

**Hourly Rate:** \$15.00

**Full Time:** 40Hrs/Week

**Exempt:** No

**Supervisor:** RN Clinic Manager

Posting Date: *In-House*

*Opens:* September 2<sup>nd</sup>, 2021

*Closes:* September 9<sup>th</sup>, 2021

Posting Date: *Public*

*Opens:* September 10, 2021

*Closes:* September 27, 2021

**Posting Date: Public**

**Opens:** October 12, 2021

**Closes:** Open Until Filled



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**Summary:** The Health Information Specialist will be responsible for ensuring the medical records of the Bad River Clinic are maintained accurately and securely. The Health Information Specialist will be supervised by the RN Clinic Manager in collaboration with the Medical Director.

**Essential Duties and Responsibilities** include the following.

- The Health Information Specialist will work cooperatively with billing, medical staff, clinic receptionist/patient registration, data entry personnel, and information technology staff at local, State and Federal agencies, to ensure all information within the Medical Records area is secure and only authorized personnel are allowed to enter and/or gain access to electronic and hard copy patient medical records.
- The Health Information Specialist will be responsible for adhering to the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Works closely with Privacy Officer
- Will safeguard the privacy of protected health information as required by HIPAA.
- Will use or disclose protected health information in accordance with Federal and State laws.
- Will ensure the appropriate authorization of disclosure of protected health information is on file before release is given.
- Will use or disclose protected health information that has been appropriately authorized for the following: quality insurance and improvement, professional credentialing, medical and utilization review, auditing, legal services, grievance procedures, due diligence analysis, creation of de-identified information and compliance monitoring.
- Health Information Specialist will be responsible for developing and implementing policies and procedures for documenting, storing and retrieving information and for processing medical legal documents, insurance data and correspondence requests in conformance with applicable Federal and State Statutes.
- The Health Information Specialist will be responsible for overseeing documentation compliance by providers and staff using the electronic health records.
- The Health Information Specialist will also be expected to participate in (and lead if necessary) work groups to improve or expand the electronic health records.
- The Health Information Specialist will manage telephone and receptionist desk as needed.
- Will attend meetings and training as required.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

- High School Diploma
- Education in medical terminology proven with certificate of course completion and credits from an accredited school.
- A minimum of one (1) year work experience in a health information department preferred.

**Preferred:**

- Medical Records certification is strongly preferred.
- Previous privacy training preferred or must obtain within one (1) month of employment.

**Other Skills and Abilities:**

**Required:**

- Knowledge of and experience with computers, word-processing software, general office procedures and experience with electronic health records required.
- Must maintain strict confidentiality in accordance with the Privacy Act and HIPAA.
- Willingness to work in an environment which may cause exposure to health hazards of the Health Industry is required.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly. This position requires a driver check, to meet eligibility for Tribal insurance.

**Language Skills:**

- Excellent oral and written communications skills are required.

**Reasoning Ability:**

- Must possess excellent interpersonal skills with ability to relate well to co-worker and public.
- Ability to prioritize and organize workday.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physical able to perform all job duties. Walking, standing, bending, stooping and occasional lifting up to 20 lbs and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)