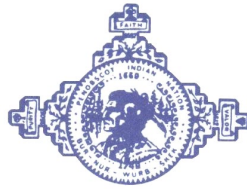


**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: October 30, 2019**

**CLOSING DATE: Until Filled**

**Registered Health Information Technician (RHIT)**

\*\*\*\*\*

**JOB STATUS:**

**Registered Health Information Technician (RHIT)**

**Career Field: Medical**

**Pay Range: \$16.95- \$23.47 per hr.**

**Category: A-4.5**

**Status/Term: Full-time**

**LOCATION:**

**Penobscot Nation**

**Health Department**

**Classification: Full-time, Exempt**

**12 Wabanaki Way**

**Indian Island, ME 04468**

\*\*\*\*\*

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

\*\*\*\*\*

**QUALIFICATIONS REQUIRED:** Accredited Record Technician; completed and passed the examination requirements of the American Health Information Management Association; 2-5 years' experience working with medical records in a clinical setting. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

\*\*\*\*\*

**HOW TO APPLY:**

- Apply online at [penobscotnation.org/departments/human-resources](http://penobscotnation.org/departments/human-resources).
  - Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)
- For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Registered Health Information Technician (RHIT)

**Department:** Health Department

**Reports To:** Assistant Program Director

**Rate of Pay/Category:** \$16.95- \$23.47 / A-4.5

**Status/Term:** Full-time

**Position Type:** Full-Time

**Career Field:** Medical

**RESPONSIBILITY:** Maintain and control the records system for the Penobscot Nation Health Center. Provide health information to the Health Department staff.

### **DUTIES:**

1. Be Privacy Officer for HIPPA, ensure training and compliance of all employees covered by HIPAA regulations.
2. Provide ICD-9CM, CPT, and HCPCS Coding for all medical and counseling encounter forms that are consistent with documentation in the medical record.
3. Ensure that the electronic medical record problem list has accurate ICD9CM codes
4. Access EMMC Power Chart CPR System and download specific information as required
5. Copy and release all medical and counseling records information as appropriately requested
6. Send out reminder letter to parents/patients regarding needed immunization(s)
7. Provide training to all new employees on electronic medical record **RPMS**
8. Retrieve reports from other facilities as needed.
9. Maintain an accepted records filing system for existing paper records
10. Maintain a records release request system for existing paper records
11. Maintain an outgoing system for all paper records
12. Pull records for transport to and from provider when needed
13. Locate medical/counseling paper records as requested
14. Pull all dental charts on a daily basis

16. Insure that all records are filed on a timely basis
17. Prepare and submit quarterly immunization report
18. Maintain all appropriate registries, e.g. counseling, immunization, birth/death, for Penobscot Nation Health Department
19. Identify and remove inactive records on a regular basis
20. Update records policies and records release system procedure manual on an as-needed and annual basis
21. Perform a quantitative analysis of all direct care service providers' notes and encounter forms for content, completion, and signature
22. Perform and/or coordinate data base queries for research projects and all reports as requested in conjunction with Planner
23. Retrieve records, encounter forms, and any correspondence from all service providers on a timely basis
24. Perform chart review(s) with insurance and state organizations
25. Be responsible for following confidentiality procedures as outlined in the Privacy Act **and HIPAA**
26. Other related duties as assigned by supervisor

**MINIMUM QUALIFICATIONS:** Accredited Record Technician; completed and passed the examination requirements of the American Health Information Management Association; 2-5 years' experience working with medical records in a clinical setting. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

*Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request*