



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: 07/23/10  
POSTING DATE ENDING: Until Filled  
(POSTED IN AND OUT)**

**TITLE: MEDICAL RECORDS MANAGER**

**DEPARTMENT: ISLETA HEALTH CENTER**

**LOCATION: ISLETA HEALTH CENTER**

**NO. OF POSITIONS: 1 Full Time**

**POSITION #: 26032 POSTING #: 065**

**STATUS: EXEMPT**

**GRADE: P3 STARTING SALARY: \$18.37-\$22.38 (Depending on Experience)**

**DESCRIPTION OF WORK**

**General Statement of Duties:** Manages medical record and patient registration activities, including the collection, retention, coding, filing, and retrieval processes and the release of patient records for the Isleta Health Center and Health Department.

**Supervision Received:** Supervised by the Director of Clinic Services.

**Supervision Exercised:** Supervises medical record clerks and coding personnel.

**DUTIES AND RESPONSIBILITIES:**

1. Supervises medical records staff , including performance evaluations, approval of leave requests, work distribution and standards
2. Recommends, implements and maintains policies and procedures for continuing quality improvement of departmental operations, record maintenance, control and security.
3. Provides oversight and consultative guidance for satellite record sites, including dental, behavioral health, and emergency medical service records.
4. Oversees coding of medical and patient care data and may directly perform these activities as workload requires.
5. Maintains record indexes and storage and retrieval systems.
6. Abstracts and retrieves patient data used for evaluation, planning and/or medical investigations.
7. Responds to inquiries and coordinates record receipt or release with external agencies and/or providers.

8. Acts as custodian of record and provides leadership and training on record privacy laws, HIPAA, record retention and related issues.
9. Oversees application of HIPAA and privacy/confidentiality regulations and policies.
10. Serves as the primary liaison with other internal departments and offices in the resolution of day-to-day administrative and operational issues.
11. Analyzes data on program activities and performance.
12. Prepares reports and correspondence as necessary.
13. Protects confidential information.
14. Contributes to a positive and professional work environment.
15. Other duties as assigned.

**EDUCATIONAL & EXPERIENCE REQUIREMENTS:**

1. High school diploma or GED required; post high school courses or degree preferred.
2. At least 5 years experience with health information management/medical records required, including at least two years supervisory experience.
3. Health information management certification (e.g. CCS, RHIA, RHIT) preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Knowledge of health records management and related accreditation requirements.
2. Thorough knowledge of HIPAA requirements and other confidentiality/privacy laws.
3. Knowledge of patient registration processes.
4. Knowledge of medical terminology.
5. Knowledge of computers and ability to learn and use software programs; knowledge of RPMS (Resource Patient Management System) and ROI (Release of Information) software preferred.
6. Knowledge of CPT and ICD-9 coding.
7. Ability to code and monitor coding accuracy.
8. Ability to manage day-to-day office operations and effectively supervise staff.
9. Ability to work and communicate effectively and cooperatively in a service environment.
10. Ability to protect confidential information.

**WORKING CONDITIONS:**

1. Work generally occurs in a climate-controlled office setting.
2. Work involves some stress with frequent interruptions.
3. Work involves use of office machines and computers.
4. Work requires good dexterity to operate computer and office equipment.
5. There is occasional lifting and carrying related to office duties.
6. Work requires ability to read a computer monitor and outputs accurately, to hear conversational and group discussions, and to communicate clearly and accurately.

**DA/HR/vjj/8-14-07**

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

\*\*\*THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE\*\*\*