



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com
VACANCY ANNOUNCEMENT

POSTING NO: 138-16

OPENING DATE: 11/04/2016

POSITION: Laboratory Data Entry Clerk (Part-Time)

CLOSING DATE: 11/18/2016

PAY GRADE: NE5 (\$11.55-\$13.57/hr.)

POSTED: IN & OUT

FLSA STATUS: Non-Exempt

DEPARTMENT: Health Clinic

REPORTS TO: Nurse Manager

LABORATORY DATA ENTRY CLERK (Part-time)

This position is located at the Pueblo of Isleta Health Clinic. Serves as a Patient Care Component (PCC) and Electronic Health Record (EHR) Data Entry Clerk. Is responsible for the analysis and entry of medical information from the EHR encounter and the Resource and Patient Management System (RPMS). Accurate and timely data entry promotes provider/patient continuity, and accurate database information.

Minimum Qualifications/Requirements:

- High School Diploma or GED
- One year work experience in a health related field preferred, and coding experience preferred.
(Experience must demonstrate working knowledge and skill in computers and various software program)

Knowledge, Skill and Ability Requirements: *Describe how you obtained these Knowledge's, Skills and Abilities*

- Knowledge of CPT, E/M, ICD, HSPCS codes, and medical terminology
- Ability to operate standard office equipment
- Ability to use and proficiency in computer software applications
- Ability to handle confidential information appropriately.
- Ability to maintain confidentiality, and understand procedures governing client/patient confidentiality
- Ability to gather and compile data, and prepare reports
- Ability to carry out verbal and written instructions
- Ability to handle multiple tasks and meet deadlines

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with the ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Satisfactorily pass a drug test prior to employment

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.