



Choctaw Health Center

Health Information Management
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4180

JOB ANNOUNCEMENT #076127

POSITION TITLE: Release of Information Specialist
SALARY: Tribal Pay Scale Grade 9
SUPERVISOR: Health Information Manager
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt/Essential
OPENING DATE: FEBRUARY 04, 2025
CLOSING DATE: FEBRUARY 18, 2025 OR UNTIL FILLED

Mission Statement: *The Mission of the Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county areas in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

SCOPE OF SERVICE AND EFFECT:

The position will provide services of various Health Information functions. Incumbent will interact with other employees as well as the public and will be responsible for data collection and distribution. Basic knowledge of normal hospital routines and procedures is a must for this position. Incumbent will support the ongoing functions of electronic health record environment.

DUTIES AND RESPONSIBILITIES:

- 1) Responds to medical records requests by verifying signature on authorization forms containing the proper elements.

- 2) Maintain a workflow for the processing and completion of release of information requests, and the distribution of records to appropriate parties.
- 3) Incumbent shall assist Health Information clerical staffs by learning the roles and functions of each of the clerical staff to conduct basic activities.
- 4) Incumbent shall assist with initiating a Medical Record file, establish eligibility by collecting required documents, add demographic information in the Oracle Health system (EHR).
- 5) Informs patient of his/her rights under the Privacy Act and assures that appropriate forms are signed upon initiating the medical record file.
- 6) Performs patient-related document scanning.
- 7) Must maintain the ethics of medical records by adhering to the Rules of the Privacy Act and Health Insurance Portability and Accountability Act (HIPAA).
- 8) Performs other duties as assigned by the Health Information Manager/Supervisor.

WORK ENVIRONMENT

Work is performed primarily in an office setting.

HOURS WORKED:

This is an essential position. Normal work hour is from 8:00 AM to 4:30 PM with one-hour lunch break between 12:00 and 1:00 p.m., Normal work week Monday–Friday. Employee is responsible for clocking in and out as scheduled. Tribal Administrative Personnel Policies will apply for overtime, night differential pays, and for sick and annual leave. Incumbent will be called back to duty under certain circumstances such as short staff or emergencies.

PHYSICAL DEMAND

The physical demands described here must be met by an employee to successfully perform the primary functions of this job. There will be prolonged periods of sitting, keyboarding, readings, prepping, indexing, and document scanning.

OTHER REQUIREMENTS OF THE POSITION:

1. Able to handle frustrating circumstances in a calm and composed manner.
2. Must have a positive, friendly, upbeat and accommodating tone.
3. Must possess a strong work ethic and team player mentality.
4. Fluent in English and Choctaw languages.
5. Ability to use and understand medical terminology.
6. Excellent communication skills (written and oral).
7. Must have basic knowledge with computer systems in a hospital setting.
8. Possess excellent interpersonal skills.
9. Must be able to work independently and without constant supervision.

JOB HAZARDS

Possible exposure to communicable diseases, toxic substances, and other conditions common to clinical environments

SUPPLEMENT:

The incumbent must maintain confidentiality of medical records and other information contained therein, within regulations and adherence to all provisions under the Privacy Act, Health Insurance Portability and Accountability Act of 1996 (HIPAA), and Accreditation standards. Violation of confidentiality shall be the cause of adverse action.

QUALIFICATIONS:

- 1) High School diploma or GED equivalent certificate required (ATTACH COPY TO APPLICATION), with at least one year of college preferred, or three years of experience in a healthcare related field.
- 2) Must possess a valid Mississippi driver's license, automobile liability insurance and reliable transportation, and a telephone. ATTACH COPY/PROOF TO APPLICATION)
- 3) Preference is given to applicants who speak the Choctaw language.
- 4) Successful completion of criminal background investigation and drug test.

"In accordance with the Choctaw Health Department Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice."

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference Laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by the committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is a Native American outside the order of preference set forth in this policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver granted. That waiver does not apply to other openings for which the person who is granted the waiver may request for promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350**