



Choctaw Health Center

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

JOB ANNOUNCEMENT # 139127

POSITION TITLE: Document Imaging Clerk
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: MARCH 05, 2025 MAR 05 2025
CLOSING DATE: MARCH 19, 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 Services

The purpose of the Document Imaging clerk position is to support conversion of paper-based medical record document into the electronic health record system. Incumbent will provide support and cooperation with the ongoing functions of an electronic health record environment.

Duties and Responsibilities

1. Responsible for health record requests received through the Work Queue Monitor (WQM) system; assure appropriate authorization; collect data and distribute that information to the appropriate party in a timely manner.

2. Responsible for document management through WQM system on requests for medical records and routing that request to appropriate patient chart.
3. Responsible for indexing and scanning documents via Citrix scanning to the appropriate patient chart as necessary.
4. Assists with retrieving medical records for any special studies or audits.
5. Add/create new patient file upon eligibility and enter that information into the database to complete registration process. Assure that appropriate signature forms have been signed.
6. Must adhere to all provisions of the Privacy Act and Health Insurance Portability and Accountability Act (HIPAA), privacy laws and confidentiality.
7. Performs other duties as assigned by the HIM Manager/Supervisor.

Work Environment

Work is performed primarily in an office setting.

Hours Worked

This is an essential position. Normal work hours are 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. The employee is responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime, night differential pay, and for sick and annual leave. The employee will be called back to duty under certain circumstances such as short staff or emergency.

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, reading, indexing and analyzing files. Scan documents.

Job Hazards.

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

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. Excellent communication skills (written or oral).
5. Typing and keyboarding skills required.
6. Must have computer operation skills.
7. Must possess excellent interpersonal skills.
8. Must be able to work independently and without constant supervision.

Supplement:

The incumbent must maintain the confidentiality of medical records and other information contained therein and within regulations. Violation of confidentiality shall be the cause for adverse action.

Qualifications:

1. High school or GED equivalent certificate required. (ATTACH A COPY TO APPLICATION).
2. One year's college is preferred (ATTACH A COPY TO APPLICATION), or at least three years' experience in a hospital setting.

3. Ability to use and understand medical terminology.
4. Must possess a valid Mississippi driver's license, automobile liability insurance. (ATTACH PROOF TO APPLICATION); must have reliable transportation and a telephone.
5. Preference is given to applicants who speak the Choctaw language.
6. Provide proof of vaccination against the flu or a copy of a medical exemption.
7. Successful completion of criminal background investigation and drug test.

In accordance with the Choctaw Health Department Employee Health Program, a pre-employment physical examination is required and an annual physical examination during employment.

*****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**