

CHEYENNE RIVER SIOUX TRIBE  
TRIBAL HEALTH  
DATA ENTRY/PATIENT REGISTRATION CLERK

**DESCRIPTION OF WORK**

General Statement of Duties: Works in Tribal clinics reservation-wide. Verifies all components of patient registration computer files, paying special attention to third party billing resources. Performs data entry of patient information into Indian Health Service RPMS and/or EHR computer system paying special attention to all components necessary for complete billing.

Supervision Received: Works under the immediate supervision of the **Field Health Director** Medical Coder/HIPAA Compliance Officer.

Supervision Exercised: None

**EXAMPLE OF DUTIES** (Duties may include but are not limited to the following):

Must analyze patient records adhering to Indian Health Services rules for accuracy and completeness.

Performs data entry in preparation for billing. Sees that all documentation in the medical record is correct and complete. In finding deficiencies, must return records(s) to the necessary provider for correction and/or completion.

Logs and reports discrepancies or inconsistencies to the nurse or provider. Checks patient registration file to see what type of resources for payment the patient has.

Mails letters or completes home visits to update registration files.

Forwards all billable records to supervisor. On a daily basis the clerk will input medical data of all patient information for the following departments: Diabetes, Breast and Cervical Cancer Detection Program, Community Health Nursing, Maternal Child Health, Field Clinics, and any home visits completed by medical staff.

Maintains a close working relationship with Indian Health Service departments involving patients seen in the clinic and the records generated to assure an efficient process for appropriate patient care and complete billing.

Maintains contact with Indian Health Service personnel to assure that all requirements are met for complete medical records.

Must familiarize self with all forms required by HIPAA for a complete medical record including the Notice of Privacy Practices, Privacy Act, Degree of Indian Blood, and Assignment of Benefits so that accurate records may be fully complete prior to billing.

Receives telephone calls and provides information only as authorized for release and refers callers to the appropriate person for assistance.

Participates in all pertinent in-service training and be available for any training deemed necessary by the supervisor or Chief Executive Officer.

On their own initiative will seek assistance from their supervisor, co-workers, or Indian Health Service staff when needed.

Seeks to improve current process for the improvement of data input procedures.

Prepares reports and data for quarterly reporting to the **Field Health Director** Medical Coder/HIPAA Compliance Officer.

Assists nurses and other staff with restocking supplies (forms, medical/nursing supplies). Assists with preparation of daily clinic routine. For example: exchanging rugs, hauling supplies, getting the GSA vehicles ready for clinic, ensuring proper forms readily available at each clinic.

Other job-related duties as assigned.

#### MINIMUM QUALIFICATIONS

**Required Knowledge, Skills and Abilities:** Must obtain experience of medical terminology. Must have considerable knowledge of computers and be able to perform accurate clerical work. Must obtain experience of RPMS/EHR system and data entry training. Must obtain experience working with medical records.

**Education:** Must possess a High School diploma or GED Certificate.

**Experience:** Experience with computers and data entry preferred.

**Special Requirements:** Must possess a valid South Dakota driver's license and be insurable under tribal liability insurance policy. Must either possess or be able to obtain CPR within one month of hire and keep certification current.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR. Must never have been convicted of a felony. Must sign and adhere to code of conduct.

Must adhere to all State and Federal Confidentiality/Privacy Act rules and regulations; including HIPAA regulations. Confidentiality is very important when working in the Health Department. It is expected that all matters pertaining to individual problems will be kept confidential and failure to comply will be cause for dismissal.

Employees of the Cheyenne River Sioux Tribe are expected to conduct themselves on and off the job in a manner which will bring credit to the organization and are to refrain from offensive conduct or using offensive language towards the public, Tribal Officials or other employees on social media or in public. Failure to comply will be cause for dismissal.

All Tribal Health positions are vital to the healthcare field and should a crisis or emergency happen you will be required to work per your supervisor's discretion.

This position is strictly prohibited from participating in political activity.

\*Housing is not available.

Revised Date: 12.21.17 **10.23.24**