



## File Clerk

### COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES JOB DESCRIPTION

**Job Title:** File Clerk

**Department:** Cowlitz Tribal Health Seattle

**Schedule:** Monday through Friday, 8 a.m. to 5 p.m., with possible variability

**Location:** Tukwila, WA

**Classification:** Full-Time, Hourly, Non-Exempt

**Open date:** April 27, 2018

**Salary Range:** \$15.92-\$18.46 per hour DOQ

**Closing date:** Open until filled

**Position Summary:** This is a full-time position with the Cowlitz Indian Tribe. The position, located at the Tukwila, Washington clinic site, is responsible for providing support to all Cowlitz Indian Tribal Health Services programs offered in the Tukwila clinic including mental health, substance use disorder, co-occurring disorder and other related services. This position links to the Health Information office at the headquarters Longview clinic.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Creates and maintains viable filing system for Clinical programs
- Enters data into the Electronic Health Record (EHR), including client/patient registration and creates notifications to inform Providers or client chart needs
- Updates the CTH Master list regular and as needed to ensure accuracy
- Scan paper and upload documents into the EHR
- Handles records requests from clients, SSA, outside agencies and releases information in accordance to policy and procedures.
- Retrieve patient records as needed for Providers and maintains check-in/out system
- Updates client file forms including Clinical Paragraphs, Orientation Packet Forms, referral forms etc. In accordance with clinical needs and Longview procedures.
- Creates and maintains clinical client intake packets, annual update packets, referral forms etc. for Providers
- Assembles paper client file/charts for new/existing clients
- Creates system for tracking client annual update needs and sends reminder notifications to clinicians to assure compliance
- Processes patient admission or discharge documents, as required and completes required forms

- Checks for accuracy of medical records and ensures that all documentation is properly placed in patient charts and
- Review records/files for completeness and compliance in accordance with Tribal, Federal and State regulations
- Assists Clinical Supervisors in creating client file review processes and reporting
- Completes routine clerical tasks such receiving packages and ordering supplies
- Creates and print fax cover sheets, reports, and other documents when necessary
- Performs filing, photocopying, collating
- Works closely with Health Information Manager and with colleagues onsite and in Longview
- Must be able to maintain patient information and medical records confidential as required by the Federal Privacy Act and Tribal Policies

**Qualifications:**

- High School Diploma or equivalent required.
- Bachelor's Degree in Psychology, Sociology, Social Services, Social Work, or related field preferred.
- Experience working with American Indians and Alaska Natives and within a Tribal community is desirable.
- Experience in medical records management
- 2 years working in a clinical setting
- Accurately type 35 words per minute.
- Must have working knowledge of office equipment.
- Skilled in Microsoft Office, Word, and Excel.
- Experience with RPMS preferred.
- Must possess excellent time management skills, highly motivated, energetic, and be a self-starter.
- Applicants shall conduct themselves ethically and professionally at all times, adhering to the agency Code of Ethics.
- Must submit and pass drug screening and criminal background check.

Vision & Mission - All employees are also expected to follow and adhere to the Cowlitz Indian Tribe's Vision Statement, mission statements and use the Health and Human Services Values in all that they do. Values: Ethics, Integrity, Leadership, Family, Spirituality, Compassion

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

<b>Human Resources Department Cowlitz Indian Tribe P.O. Box 2547 Longview, WA 98632</b>	<b>Elizabeth Rideau Cowlitz Tribal Health Seattle 15455 65th Ave. S. Tukwila, WA 98188</b>
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