



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-2542

POSITION ANNOUNCEMENT

Position: Quality Assurance/Data Entry
Date of Announcement: April 06, 2016
Closing Date: April 18, 2016
Hours: Full- Time
Salary: \$14.00-\$16.00/ hr

GENERAL STATEMENT OF RESPONSIBILITIES:

The Quality Assurance/Data Entry position performs medical data review, quality assurance, data entry and reporting, using Resource and Patient Management System (RPMS), iCARE, Electronic Health Records (HER) and other ancillary systems.

Maintaining the confidentiality and security of records is of the utmost importance in the Quality Assurance/Data Entry position. Adheres to Health Information Portability and Accountability Act (HIPAA) and the Privacy Act.

This position works closely with the medical, dental, family services, pharmacy, business office, and billing departments on a daily basis. There will also be occasions when the incumbent will need to make outside contacts with other specialist providers to gather information.

SPECIFIC RESPONSIBILITIES:

1. Performs the functions of medical coding review and data entry with the RPMS system.
2. Continuously updates information in the patient care component section of RPMS to ensure that the information being entered is correct and timely, while monitoring it for measures being tracked by Indian Health Service (IHS), such as PQRS, Government Performance and Results Act (GPRA), and Healthcare Effectiveness Data Information Set (HEDIS).
3. Reviews each patient visit in the EHRD queue of RPMS for information and reads progress notes of providers, nurses, dentists, counselors, and pharmacists in accordance with the regulations governing such functions and makes corrections, additions or entering of peripheral data pertaining to each type of visit. Tracks all changes to the Chief Operating Officer monthly in writing.
4. Receives, reviews and inputs data from: lab tests, electrocardiogram (EKG) results, diabetic foot exams, diabetic summary sheets, prescription requests, emergency room visits, radiology results, outside provider consultations and other paperwork on a daily basis from the receptionist and other staff, sorting and entering said data in RPMS. Scans for GPRA tracking measures and enters prior to audit deadlines. Prior to all audit deadlines, will report to the Chief Operating Officer when audits are completed with a tracking sheet.

5. Uses iCARE reporting, the VGEN, PGEN, and QMAN functions in RPMS to assist in the Diabetic Grant paperwork and other quality measures being tracked for purposes of Meaningful Use requirements [QIP reports for Partnership Healthplan of California (PHC), PQRS reports for Centers for Medicare/Medicaid Services (CMS), etc.].
6. Uses Electronic Health Records to search for and review any measure being tracked.
7. Helps initiate and maintain the Women's Health Package, sending out reminder letters, or other duties as necessary. May also assist in notifying patients of follow-up visits.
8. Meets all deadlines for quality assurance and quality measures. Develops a schedule and provides to the Chief Operating Officer all audits, tracking dates due/deadlines of measures with timeframes of anticipated completion.
9. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
10. Maintains customer confidence and protects operations by keeping account information and patient's health records confidential per HIPAA guidelines, on and off the work site.
11. Maintains operations by following policies and procedures, that are written or verbal and suggest needed changes.
12. Performs other duties as assigned.

QUALIFICATIONS:

1. Must possess a High School Diploma or General Education Diploma (GED).
2. Must have one year experience working in a Health Care Clinic or Center.
3. Must have knowledge of medical terminology, and anatomy and physiology.
4. Must have knowledge of medical and dental practice operations.
5. Must attend and become certified in ICD-10 billing coder within one (1) year of being hired.
6. Must have knowledge of EHR applications for medical use and dental office applications.
7. Must be able to work independently without supervision.
8. Must be able to work tactfully, professionally and effectively with the public and Native American community.
9. Must be able to maintain health records electronically as well as in hard copy filing and storage systems.

10. Must adhere to HIPAA and the Privacy Act.
11. Must be able to attend trainings to stay current with all job functions.
12. Must possess professional research and organizational skills. Must be willing to train, assist and understand billing procedures and its functions and other duties as assigned.
13. Preference will be given to Native Americans (42 CFR 36.221).