



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Office Coordinator/Medical Records
Lummi Counseling Services (LCS)
Behavioral Health (BH)

OPEN: June 12, 2019

EXEMPT: No

SALARY: (6) \$16.50-\$18.48 per hour DOE

SHIFT: Day

LOCATION: Healing Spirit Clinic

DURATION: Regular Full Time

CLOSES: June 19, 2019

JOB CODE:

DIVISION: BH

DEPARTMENT: LCS

SUPERVISOR: OTP Coordinator

VACANCIES: 1

JOB SUMMARY: Office Coordinator/Medical Records Incumbent is essential member of the Patient-Centered Medical team. They will provide support to the Clinic Director and professional members of the department. They will also ensure that the office will have all office supplies needed for operation of the clinic. They will work in conjunction with UA Techs/Reception to staff front office area. They will update patient data in Methasoft to facilitate efficient billing. They will deal with releases of information and respond accordingly. This includes scanning and linking all documents into Methasoft EHR. They will create and archive medical record charts as appropriate.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Enroll new clients in OTP program and complete all intake paperwork
2. Create new charts for patients enrolling in clinic
3. Archive charts for inactive patients as needed
4. Merge archived charts with new charts when patients re-enroll into program
5. Organize Medical Records and filing system.
6. Link documents into Methasoft as appropriate which will include assessments, intake forms, urinalysis, lab results, and miscellaneous documents
7. Pick up Assessments from CARE office to link in Methasoft and assist in efficient billing process
8. Respond to incoming faxes and deal with appropriately i.e. route to appropriate personnel and forward appropriate health record information according to release of information requests
9. Perform urinalysis testing for female clients
10. Be cross-trained to provide back-up support to the UA Techs/Receptionist
11. Work assigned hours and request time off ahead of time to allow for staffing changes to provide coverage
12. Help facilitate the OTP medical records to paperless chart.
13. Prepare all work orders and purchase orders of supplies needed for program
14. Prepare staff time cards to be submitted to payroll

15. Coordinate with UA Techs/Reception staff to insure that OTP Clinic is staffed for normal operations during all dosing hours.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1-2 Years experience documenting and navigating EHR (Electronic Health Record)
- 1-2 Years experience working Medical clinic setting.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of office procedures, functions, and responsibilities
- Ability to carry out assigned duties with very little supervision
- Knowledge and ability to use computers and related software
- Ability for providing services to the public and other individuals consistent with policies on confidentiality
- Ability to identify problems within an office and to resolve problems as they arise.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be alcohol and drug abstinent, subject to random urinalysis testing
- Must have CPR training or be willing to take CPR training.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/Website.php?PageID=381> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.