

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-19-19



POSITION TITLE: Pharmacy Data Entry Clerk

CLOSING DATE: 04/11/2019

Position Summary:

Under general supervision of the Chief Pharmacist, responsible for verification of health care data key entries in the Resource and Patient Management Systems (RPMS). Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Enters a wide variety of health care data resulting from patient visits; updates the RPMS system to assure accurate billing.
- Utilizes the Patient Care Component (PCC) form as well as a variety of other source documents; enters codes for diagnosis, procedures, treatments, physical exams, measurements, medication, laboratory tests ordered and results, immunizations, skin test readings, patient education, problem list updates, treatment notes, historical data items, and providers of services.
- Performs key entry of descriptive medical and billing codes consisting of ICD-10, CPT-4, HCPCS, ADA, ASC and Evaluation and Management codes from pre-coded forms into the PCC module.
- Transcribes data from source documents in diverse formats with data that is not in sequence and from some source documents that are complex and contain unedited and un-coded information; recognizes, corrects or refers to the proper source for correction.
- Reviews each PCC and Superbill encounter form for completeness, addressing any inconsistencies with the supervisor.
- Assures proper disposition of processed PCC encounter forms.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED. One year experience in an office environment preferred. Data entry experience preferred. Previous experience in the handling of patient health information and/or medical records is strongly preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of RPMS/EHR systems.
- Knowledge and understanding of basic medical terminology.
- Knowledge of ICD-10 coding.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.

- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to work under the pressure of dealing with multiple tasks and constant deadlines, while maintaining an attention to detail and accuracy.
- Ability to maintain and adhere to strict confidentiality of medical information and guidelines in accordance with the Privacy Act, HIPAA, AAAHC, EMTALA, and OSHA rules and regulations.
- Ability to type proficiently.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.