

Health Information Assistant

Bigfork Valley Health Information Department/ \$17.25 - \$23.62 / Full-Time
258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full & Part-time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Experience Pay Given
- Shift Differential

Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given
- Shift Differential

Job Summary

- Compiles and maintains, and retrieves health information of patients of Bigfork Valley Hospital, Clinics, and Communities to ensure complete documentation of condition and treatment. The Health Information Assistant must exhibit an awareness and understanding of positive ethical and moral principals consistent with the mission and values of Bigfork Valley.
- Perform daily rounds to deliver paperwork to designated areas and pick up outpatient and inpatient charts from various departments in the facility.
- Analyze and review medical records for completeness and accuracy of documentation according to specified standards.
- Assemble, analyze and scan outpatient and inpatient paper medical records into the electronic medical record.
- Process release of information requests, after assuring requesting body has appropriate authorization to access information, which requires knowledge of federal and state privacy and confidentiality regulations.
- Act as a resource for the healthcare center on appropriate use and disclosure of protected health information.
- Ensures documentation/dictation/transcription is complete, accurate and timely.

Job Summary *continued*

- Access dictated files via web based technology using appropriate safeguards.
- Assigns chart deficiencies to physicians/providers and then verifies signatures and dictation to assure chart completeness.
- Incomplete Chart Control by monitoring completion of medical records in accordance with time standards.
- Confer with doctors, nurses, and other health personnel to assure complete, current, and accurate medical records.
- Maintains and utilizes health record indexes and storage and retrieval systems.
- Operates computer to process, store, and retrieve health information.
- Assists in identification of medical records needed using both manual and computer indexes.
- Answers the main phone line in the Health Information Department and assists callers as needed to direct calls to the appropriate personnel.
- Assists departmental co-workers in special studies and audits or research as needed.
- All other duties as assigned.

About the Position

- Full-Time
- Days
- No weekends
- On-Site at Bigfork Valley

Qualifications

- One year certificate from college or technical school in medical administrative assistant; or two-year related experience and/or training; or equivalent combination of education and experience.
- Certificate of completion from clerical technical course with medical emphasis preferred.

*The hourly wage for this position is \$17.25/hour to \$23.62/hour, with a median wage of \$20.44/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability