



Position: Medical Records Analyst	
Department: Medical Records	
Reports To: Patient Financial Services Manager	
FLSA Status: Non-Exempt	OSHA Exposure Category: II
Effective Date: 7/2019	Revised:

Job Objective: Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

Qualifications:

1. High School Diploma or GED required.
2. Data entry experience preferred. Working knowledge of Microsoft Word, Excel, and Outlook.
3. Previous Health Information Management experience preferred or one (1) year experience in a medical office, clinic, or other customer service setting.
4. Knowledge of rules and regulations governing the handling of private health information.
5. Knowledge of computers, related hardware and software, printers, scanners, multi-line phone systems, and standard office equipment.
6. Understanding of billing and coding guidelines for inpatient, observation, swing bed, emergency room, and outpatient records. Demonstrate knowledge of Medicaid/Medicare and third-party billing regulations.
7. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
8. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Job Duties:

1. Gathering Information — observing, receiving, and otherwise obtaining information from all relevant sources.
2. Processing Information — compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
3. Communicating with persons outside the organization — communicating with people outside the organization, representing the organization to customers, outside providers, the public,

government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

4. Monitor medical facility activities to ensure adherence to standards or regulations.
5. Complete Meaningful Use 3; Review Provider notes; add the Diagnosis to the problem list for all patients admitted to hospital and all patients with Primary Care Providers at Glacier Community Health Center
6. Analyze
  - a. Outpatient services.
  - b. Daily Clinic visits.
  - c. ER Stays.
  - d. In-Patient swing bed stays.
  - e. Observation services
  - f. Obstetrics Patient Stays.
  - g. Radiology visits.
  - h. Laboratory visits.
  - i. Billing Charges.
  - j. Patient Census.
7. Report on:
  - a. Cancer Tumor Registry.
  - b. Discharge Stays.
  - c. Transfers.
  - d. Compliance.
8. Assist in IT duties:
  - a. Replace weekly security tape.
  - b. Reset Passwords accordingly.
  - c. Build and adjust Business Office tables.
  - d. Update Clinical tables for Provider information.
  - e. Any other duties assigned by Clinical IT
9. Correlate EMS system with patient stays.
10. Update the Medical Records Tran spreadsheets.
11. Facilitate the Coding agency and NRMC's monthly meetings.
12. Assist billers with Physician Queries and Indian Health Service Billing; contact providers with questions or clarification on ICD10 codes.
13. Liaison for Coders, Billers, Providers (facility and outside), Nursing, Lab, Radiology, and Rural Health Clinic.
14. Stay current and comply with all departmental, hospital, Federal, and State regulations that govern patient privacy to include HIPAA and HEIM.

Disclaimer – Not all-inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe, and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends.

**Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.**

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading, and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to the supervisor, Compliance Officer, or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting. The area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I/II/III)

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking, and lifting up to 50 lbs. Visual acuity within normal limits. Wear personal protective equipment as needed.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

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Employee Signature

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Date