



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-001
JEMEZ HEALTH & HUMAN SERVICES
HEALTH INFORMATION MANAGEMENT SYSTEMS
TECHNICIAN

Position Title:	Health Information Management Systems Technician	Pay Level:	\$20.13-\$30.20
Position Open Date:	1/28/2025 until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	HIM Manager		

POSITION SUMMARY:

Under the direct supervision of the Health Information Management Manager, supports the JHHS clinical operation by carrying out all duties and responsibilities, policies, and procedures that contribute to efficient medical records operations. Duties include scanning, classification, storage, archival, and retrieval of medical records. Follows HIPAA guidelines, Privacy Act and other applicable confidentiality standards; uphold highest standards of privacy and confidentiality.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Associate's degree in health information technology (HIT) or related field; AND two (2) years of administrative/clerical experience in medical field; OR high school diploma or GED equivalent and four (4) years administrative/clerical experience in the medical field.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Registered Health Information Technician (RHIT)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

Pueblo of Jemez – Human Resources Department
P.O. Box 100 Jemez Pueblo, NM 87024
Phone: (575) 834-6333; Fax: (575) 834-0604; E-mail: humanresources@jemezpuablo.org

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Policies and procedures- maintain established departmental policies and procedures, objectives, and quality assurance programs.
- Provides record imaging services; act as a contact point for document imaging software applications and issues, including scanning, control and retrieval.
- Review information contained in documentation to ensure it is in an approved format.
- Provide daily chart analysis of all medical records for inpatient, day surgery, and observation discharges, to ensure The Joint Commission (TJC) accreditation.
- Review H&P, Operative Reports and Discharge Summaries to ensure they meet CMS documentation requirements. Assign provider deficiencies when appropriate documents are missing or not authenticated per medical staff rules, regulations and department guidelines.
- Maintain medical record confidentiality and legal requirements. Documents and logs medical records requests.
- Scans current and archived documents; performs image manipulation as required by the limits of the imaging system.
- Maintains document storage databases using specialized imaging software applications and equipment.
- Work as a team to identify process issues and report identified problems with document preparation, scanning, quality check, or validation, be technical or clerical staff.
- Creates proper note titles and entries in electronic medical records.
- Process all requests for information in accordance to federal, state, and regulator timeliness guidelines. Complete all reviews and documentation processing within established timeliness standards.
- Organizes, maintains and purges various departmental files; develops indexing systems; photocopies and microfilms information as required.
- Participates in the destruction of documents per policy and procedure.
- Assist in project planning, implementation and completion.
- Assists in training of new staff.
- Performs administrative duties; answers telephones; respond to inquiries from staff and the public regarding medical documents, searched for and provides information and copies of official documents; solve routine problems associated with locating records and documents.
- Create and maintain daily records of work performed.
- Perform miscellaneous job-related duties as assigned.

- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Serves as a back to patient registrars as needed; greets patients, staff and visitors in a positive, helpful, and professional manner; interviews in-coming patients for medical and/or hospital care to obtain accurate demographic information.
- Verify insurance coverage for all patients and distribute consent forms. Researches missing information on intake forms; obtains signatures and release forms.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Basic policies and procedures related to personal computer, peripheral and accessory operation.
- Computer automation and records management; business arithmetic.
- Office administrative practices and procedures.
- Principles and practices of medical records laws, codes and regulations.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Medical Terminology and/or Health Information Technology.
- Electronic medical records systems.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing specialized records management and support work.
- Reading and explaining rules, policies and procedures.
- Analyzing and resolving varied records-related problems.
- Organizing, maintaining and researching departmental files and records.
- Entering data into a specified computer format.
- Sorting materials in alphabetical, numerical or chronological order without errors.
- Compiling and summarizing information and preparing periodic or special reports.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course work.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024