



# Skokomish Indian Tribe

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Skokomish Nation, WA 98584

## CONTRACTUAL MEDICAL RECORDS CLERK 90 DAYS

**Contract Supervisor: Billing Benefits/PRC Manager**

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### 1. Overview

The Temporary Medical Records Clerk provides short-term support to the Health Information Management (HIM) department to ensure accurate, timely, and compliant management of patient health records. This position operates in alignment with Indian Health Service (IHS) standards, HIPAA regulations, and Tribal health program policies, supporting direct patient care, Purchased/Referred Care (PRC), and organizational compliance.

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### 2. Scope of Work

The Medical Records Clerk shall perform the following duties:

1. Maintain, file, scan, and index patient health records within the Electronic Health Record (EHR) system
2. Process incoming medical records (fax, mail, and electronic interfaces)
3. Retrieve and release medical records in accordance with HIPAA, IHS, and Tribal Release of Information (ROI) policies
4. Support PRC documentation requirements, ensuring timely availability of records for referrals and claims processing
5. Ensure completeness and accuracy of patient records prior to clinical encounters
6. Respond to internal and external requests for medical records in a timely manner
7. Assist with chart audits, quality assurance reviews, and record tracking
8. Maintain strict confidentiality and security of Protected Health Information (PHI)

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### 3. General Requirements

The individual performing this work shall meet the following requirements:

1. High school diploma or GED required

2. Prior experience in healthcare, medical records, or Tribal health setting preferred
  3. Basic knowledge of medical terminology and Electronic Health Record systems preferred
  4. Proficiency in Microsoft Office applications
  5. Strong attention to detail, organization, and time management skills
  6. Ability to handle sensitive and confidential information appropriately
  7. Effective communication and customer service skills
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#### **4. Compliance & Regulatory Requirements**

All work performed under this scope must adhere to the following:

1. HIPAA Privacy and Security Rules
  2. IHS Health Information Management (HIM) guidelines
  3. Purchased/Referred Care (PRC) documentation and records requirements
  4. Tribal policies, procedures, and records retention schedules
  5. Participation in required compliance, privacy, and security training
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#### **5. Deliverables**

The Medical Records Clerk is expected to:

1. Maintain organized, accurate, and up-to-date patient records
  2. Ensure timely processing and availability of medical records for clinical and PRC use
  3. Accurately complete Release of Information (ROI) requests
  4. Support audit readiness through proper documentation and record maintenance
  5. Uphold all confidentiality and compliance standards without exception
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#### **6. Period of Performance**

**This is a temporary contract. Duration of assignment: 90 days**

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