

Cascade County

Job Vacancy Announcement

Position: Release of Information Clerk	Closing Date: Open Until Filled
County Department: Community Health Care Center (CHCC)	Dept. Admin.: John Maher
Type of Position: Part - time 20hrs per week / (8-12) or (1-5)	Salary: \$10.35 per hour Must join Teamsters Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Release of Information Clerk is primarily responsible for releasing confidential medical information to requestors while ensuring all HIPAA guidelines are met.

JOB REQUIREMENTS

Knowledge and understanding of: Medical records; Filing medical records and health information; medical terminology; word processing; general medical office procedures and practices; HIPAA guidelines; confidentiality laws relating to health care information; filing; data entry; accuracy and attention to detail; advanced skills in computer programs; organization; Use of office machines to include copier, fax, and scanner; cultural sensitivity; customer service; public relations, and other duties as assigned.

Skills in: Operation of computers and Windows programs - Microsoft, Word Perfect, Excel, Outlook, New World/Logos; customer service and public relations; working independently, and in a team environment.

Ability to: Provide excellent customer service to the public in person or by phone; maintain updated files; adhere to strict standards of confidentiality; work independently and as a member of a team; communicate effectively both orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; handle a large volume of requests; type at least 40wpm (no errors); work with grace under pressure and stressful conditions; coordinate and prioritize; multi task; maintain concentration during continual interruptions, and deal effectively with difficult individuals and situations.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have one (1) year of work related experience in a medical office. Typing test required (minimum 40 wpm with no errors). **Test score should be current within the last (6) months.** Typing test available at Job Service.

The successful applicant must serve a 6 month probation period, must join the Teamsters Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county. Applicant must possess a valid driver's license issued by the State of Montana or be able to obtain one within 30 days from date of hire.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.