



### **Part Time Medical Record Technician (Coder)**

**Location:** Performed Remotely

**Closing Date:** November 9<sup>th</sup>, 2023

**Summary:** This position works in an electronic medical record environment, alternating between abstracting and coding pertinent outpatient medical data from the medical record into the Resource Patient Management System (RPMS) and analyzing medical data entered by the clinician into the Electronic Health Record (EHR)

#### **Qualifications:**

- High School Diploma Required
- Associate in Business Administration, Accounting or Health Care Administration Preferred
- Minimum of 1 to 3 years' experience in a medical coding setting using ICD-9-CM or equivalency, REQUIRED
- ICD-10-CM Certified, CCS, CCS-P, or CPC certification REQUIRED
- Must pass a background check
- Must be able to keep things confidential and uphold all principles of confidentiality, patient care, and HIPPA
- Must have at least 3 years coding in an Indian Health Service setting utilizing, RPMS and the EHR.

**Status:** Part Time: 20 hours per week

**How to Apply:** Applications can be found at <https://iowatribeofkansasandnebraska.com/jobs>  
Mail or drop off applications/resumes to:  
White Cloud Health Center, LLC  
C/O Brenda Lunsford  
3349 B Thrasher Road  
White Cloud, KS 66094

- Email - [brenda.lunsford@ihs.gov](mailto:brenda.lunsford@ihs.gov)

If you have any questions you may contact me by email or via phone at 785-595-3450 Ext. 4