

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	HIM ACCESS TECHNICIAN	Grade	
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Department	Health Information Management	Exempt	
Immediate Supervisor	Revenue Cycle Manager	Non-exempt	X
Supervisor next in line	Chief Financial Officer	Workweek	

POSITION SUMMARY

The HIM Access Technician is responsible for administrative tasks that enhance and support the efficiency of the revenue cycle. This role reports directly to the HIM department and is supervised by the Revenue Cycle and Patient Access Managers.

HIM Access Technician is a pivotal role that supports the hospital’s mission of providing high-quality, patient-centered care through data analysis, critical thinking, collaboration, and operational excellence. This role requires a blend of analytical and technical skills to ensure efficient processes and excellent patient experience.

Continued employment and raises in this position are dependent upon Central Montana Medical Center’s fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

- High school Diploma or Equivalent
 - Minimum of 2 years of experience in patient access, or a similar role within a healthcare setting.
 - Strong understanding of healthcare operations, insurance processes, and government programs.
- Career Path:**
- Career advancement opportunities within the department include position certifications through FinThrive, NAHAM, and HFMA.

ESSENTIAL FUNCTIONS/DUTIES:
(Must be able to perform with or without accommodation)

Analytical & Technical:	
1	Reviews, analyzes and interprets information returned in the claim scrubber to ensure clean claim submissions for the Patient Access Department for both clinic and hospital settings.
2	Ensures all assigned work lists are completed and maintained within guidelines and provide appropriate hand-off information to others.
3	Responsible for reviewing accounts and submitting HIM duplicate requests for appropriate encounter and profile merges.
4	Receiving and processing patient forms, medical histories and test results from medical professionals.
5	Analyze information collected to ensure accuracy.
6	Review and upload health records to patient charts while ensuring the confidentiality of patient information and compliance with privacy laws.

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Collaboration and Problem Resolution:	
7	Collaborate with department leaders to identify areas for process enhancement.
8	Generate and analyze reports related to patient access metrics, providing insights and recommendations.
Special Projects and Continuous Improvement:	
9	Participate in objectives to drive Pre-access improvements.
10	Maintain a thorough understanding of health insurance and government programs to support patient access operations.
11	Perform other diverse duties as requested or required.

Knowledge, Skills, Abilities:	
<ul style="list-style-type: none"> • Excellent organizational and time management skills. • Strong interpersonal communication skills. • Demonstrated ability to work independently with minimal or no supervision and as part of a team. • Excellent research skills. • Advanced computer skills, including a high degree of proficiency in Microsoft Word, Excel, Teams and Outlook. 	

OCCUPATIONAL EXPOSURE for this position:		
	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:		
	Radiation	
	Noise	
X	Other (Specify)	Extended periods in front of a PC

PHYSICAL DEMANDS: (Essential functions strength rating for position - see Job Analysis)		
X	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date