

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Behavioral Health Records Technician

LOCATION: Tribal Health Department—St. Ignatius, MT

SALARY: \$14.97 to \$17.21 per hour, plus benefits
May be employed under contract

CLOSING DATE: Monday, August 3, 2026 at 5:30 p.m. MST

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period. Must pass a background and suitability check according to Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

- Responsible for the sorting, organization, and filing of back-log of Behavioral Health (BH) records.
- Assists in the creation of processes for organizing and filing of new BH records.
- Monitoring BIA list of deceased people monthly for names of clients and annotates death dates in Epic Records System as well as RPMS system, and deactivates files in appropriates, overseeing inactive record storage and disposition.
- Maintains Completeness and ensures legibility of BH files, Scans and Index's documents daily to eliminate or prevent filing backlog.
- Maintains Security and confidentiality of files in accordance with applicable laws and regulations.
- Reviews medical documentation for deficiencies and completeness. Sends and reviews files in the Misfile Queue.
- Assists in Providing information to outside entities with a need to know according to established procedures for maintain security and confidentiality; exercises extreme discretion in the release of medical information, Making the decision according to applicable Tribal, State, and Federal Laws.
- Maintain all records including Death and Pharmacy records in the secured location, Dispose of Records and files that are over 10 years old every year.
- Scan and purge all BH Patient Hard Charts to ensure all files are electronic health records. Except Deceased patient charts and Pharmacy Charts.
- Follow through with Received Release of BH information requests in a timely manner, most ROI request should have a 24-hour turnaround period.
- Maintain tracking of ROI request fee logs, and documentation.
- Be able to respond to CSKT employee questions regarding Onbase system.
- Maintain Paper copies of paperwork related to the BH records, such as releases of information, psychological, neuropsychological, and chemical dependency evaluation reports and raw testing data.

- Scan Behavioral Health Documents into Onbase and Index documents with Glass Ceiling protection.
- Send out appropriate notification of Orders to Referral coordinators.
- Send out appropriate notification to Behavioral health staff and medical providers when documentation arrives in to epic, to ensure prompt patient care.
- Answer Phone calls from outside providers requesting Patient documents for Continuity of Care, and releasing those records with EPIC to the requested outside provider with a Required Release of information document, unless they are from a provider's office and one is not needed.
- Receives office contacts and patients in a courteous and professional manner by walk-ins, telephone, electronic mail, and mail.
- Sets up record files promptly according to program procedure, and completes all filing by the end of each day. Pulls and issues files promptly as requested. Monitors file return. Is responsible of confidentiality for all Behavioral Health Patient records.
- Answers general questions from patients and the general public regarding services provided in the facility.
- Provides front-office assistance to the Behavioral Health Administrative Manager on an as-needed basis.
- Attends meetings when planned.
- Complies with all applicable tribal health and CSKT policies.
- Maintains a clean and sanitary work area.
- Reports any issues to supervisors.
- Handles Epic Training as a Super User.
- Handles billing and payments for Releases of Information. Tracks and reports made monthly.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- One-year certification in Health Information or closely related field, in the absence of a certificate, the incumbent must have a least one (1) year of specialized experience which has equipped the applicant with particular knowledge, skills, and abilities to successfully perform the duties of the position.
- Must possess a valid driver's license.
- Must pass a background check and suitability check according to Public Law 101-630; the Indian Child Protection and family Violence Prevention Act.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant degree/academic transcripts, training certificates, and licensure.
3. Copy of a current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1040 or personnel@cskt.org

FOR MORE INFORMATION:

Contact Desiree Fox at 406-675-2700 ext. 5057