San Pasqual Economic Development Corporation
Job Vacancy

Position Title: Health Information Management Specialist	**Posting Date: 10/22/2026**
Position Reports to: Medical Director	**Employment Category: Full-Time/Non-Exempt**
Salary: Commensurate with Experience	**Closing Date: Until Filled**

POSITION SUMMARY

The Health Information Management Specialist is responsible for maintaining the accuracy, integrity, confidentiality, and security of patient health information at the San Pasqual Health Clinic. This position manages electronic and paper medical records, processes authorized requests for health information, ensures accurate documentation, and supports compliance with applicable privacy, confidentiality, and medical record retention requirements. The Health Information Management Specialist works collaboratively with clinical, administrative, billing, and other San Pasqual Health Clinic personnel to support efficient operations, continuity of patient care, and the protection of sensitive patient information while providing professional, courteous, and culturally responsive service to patients and the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains complete, accurate, organized, and confidential electronic and paper medical records in accordance with clinic procedures and applicable requirements.
- Reviews medical records for accuracy, completeness, correct patient identification, required signatures, and documentation deficiencies; coordinates corrections with authorized staff.
- Scans, indexes, uploads, retrieves, archives, and securely disposes of records in accordance with approved retention schedules and workflows.
- Receives, validates, tracks, and fulfills authorized requests for health information within required timeframes.
- Verifies patient identity, authorization, and applicable authorization and disclosure requirements, including the minimum necessary standard when applicable before releasing protected health information.
- Supports patient registration, chart reconciliation, duplicate-record prevention, and demographic data accuracy.
- Assists with audits, quality reviews, reporting, and preparation of records for continuity of care, billing, legal, or regulatory purposes.
- Maintains the confidentiality and security of patient information in accordance with applicable privacy laws, including HIPAA, and established San Pasqual Health Clinic policies and procedures.
- Identifies and reports suspected privacy violations, security incidents, unauthorized disclosures, and medical record discrepancies through established reporting procedures.

- Responds to inquiries from patients, families, healthcare providers, and authorized external parties regarding medical records and release-of-information procedures in a professional and courteous manner.
- Collaborates with clinical, administrative, and billing personnel to ensure accurate health information management and efficient medical record processes.
- Participates in training, process improvement initiatives, and projects related to electronic health records, documentation accuracy, and medical record integrity.

Note: Nothing in this job posting restricts management's right to assign or reassign applicable duties and responsibilities for this position at any time.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Minimum of one (1) year of experience in medical records, health information management, patient registration, medical office administration, or a closely related healthcare setting.
- Must possess a valid state driver's license.
- Must complete HIPAA privacy and security training upon hire and annually thereafter, in accordance with applicable laws and Tribal policies.
- Must successfully pass a comprehensive background investigation, including a Public Law 101-630 background investigation, as applicable, and pre-employment and random drug testing in accordance with Tribal policy.

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

- Knowledge of medical records management, patient confidentiality, and applicable healthcare privacy requirements, including HIPAA.
- Knowledge of medical terminology, medical record documentation, and release-of-information procedures.
- Ability to operate electronic health record (EHR) systems, standard office software, scanners, and other office equipment.
- Ability to maintain accurate, complete, organized, and confidential patient medical records.
- Ability to organize detailed information, manage multiple priorities, and meet established deadlines with a high degree of accuracy.
- Ability to communicate effectively, both verbally and in writing, with patients, healthcare providers, coworkers, and authorized external parties.
- Ability to exercise sound judgment, maintain confidentiality, and handle sensitive patient information with professionalism and discretion.
- Ability to work independently and collaboratively with clinical and administrative personnel.
- Ability to provide professional, courteous, and culturally responsive customer service to patients and the Tribal community.

PREFERRED KNOWLEDGE, SKILLS, AND COMPETENCIES:

- Associate degree in health information management, health information technology, or a closely related field.
- Experience working with electronic health record (EHR) systems.

- Previous supervisory or leadership experience in medical records, health information management, medical office administration, or a related healthcare setting.
- Familiarity with medical terminology, HIPAA requirements, and release-of -information procedures.
- Knowledge of Native American cultures and culturally appropriate healthcare delivery.
- Experience working with Tribal health programs, Tribal governments, or Native American communities.

WORK ENVIRONMENT

- Work is primarily performed in a healthcare clinic office setting.
- Work is performed in a fast-paced environment with frequent interruptions, competing priorities, and deadlines.
- Requires regular use of computers, electronic health record systems, scanners, telephones, and other standard office equipment.
- May involve interaction with patients, healthcare providers, administrative personnel, and authorized external parties.
- Must maintain patient confidentiality and follow established privacy, security, and safety procedures.
- The noise level in the work environment is generally moderate.

PHYSICAL REQUIREMENTS

- Must be able to sit for extended periods of time while performing computer and administrative tasks.
- Must be able to occasionally stand and walk throughout the clinic to retrieve, organize, and maintain medical records.
- Must be able to frequently use hands and fingers to operate computers, keyboards, scanners, and other office equipment.
- Must be able to occasionally bend, stoop, kneel, and reach with hands and arms to access files and office supplies.
- Must be able to occasionally lift and/or move up to twenty-five (25) pounds, with or without reasonable accommodation.
- Must possess sufficient visual ability to read medical records, review electronic information, and perform detailed data entry.
- Must be able to communicate effectively with patients, coworkers, and other individuals in person, by telephone, and electronically.

Individuals interested in applying for this position may submit their resume by email to hr@sanpasqualtribe.org or apply in person at 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans