



Community Hospital

Because Your Health Matters

HARBOR REGIONAL HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER

HIM-5

Posting Date: 06/30/23

EMPLOYMENT OPENING

Department: HEALTH INFORMATION MANAGEMENT

Position Opening: Medical Records Clerk

Salary Range: \$16.20- \$26.46 per hour based upon union contract

Position Summary: This position is responsible for various clerical support functions required for the daily operations of the Medical Records department and the hospital. This includes but is not limited to: receiving HIM telephone calls; Greeting customers and fulfilling requests at the Medical Records Release Window; Chart collection and assembly; Processing incomplete charts; Release of information; Filing and retrieval of charts; Assisting hospital, medical, and departmental staff; Maintaining various logs, statistics and indices; Scanning and indexing.

Job Requirements: Minimum one year experience in a medical records department. EMR experience preferred; Education/experience in a medical terminology, hybrid medical records, HIPAA; Basic computer keyboard knowledge and operation skills, scanning, copier, fax, etc; Data entry/ 10-key by touch; Lift 30 pounds from floor to waist and lift 10 pounds overhead; Error-free alpha numeric filing techniques; Basic typing skills of at least 40 words per minute; Multiline telephone; "Team Player" attitude with interpersonal communication skills; Excellent customer service skills; Ability to take direction and work with deadlines, sometimes under pressure; Professional appearance and demeanor; Preference will be given to applicants with previous experience as a Release of Information Personnel Data entry experience required; Must be dependable and organized.

Time Schedule: Full Time: XX 1.0 FTE 7:30am-4:00pm
Part Time: _____
Per Diem: _____
Temporary: _____

Remarks: _____

APPLY NOW

Or

Office is open to accept applications Monday through Friday 8:00am-4:30pm