



HIM Clerk

Part-Time

Posting Date:	December 27, 2018	Date Available:	Immediately	Posting Number:	HR084109
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Position Summary:

Assists the Health Information Department in clerical, secretarial and assistant duties. Primarily performs scanning, chart assembly and release of information duties. Performs coding, abstracting and releasing of claims consistent with the current standards and best practices in the health information management field.

Essential Job Duties:

Retrieves and scans paper medical records in Electronic Health Records. Receives Release of Information Requests, determines authenticity and completeness of request and processes request. Enters birth records into the state department of vital statistics website. Tracks records; answers phones and provides information as necessary. Assists in medical records purging. Responsible for coding Inpatient and Outpatient hospital services, utilizing ICD-10 and CPT official guidelines for coding assignment. Other duties as assigned.

Qualifications:

Basic working knowledge of electronic filing principles, sorting and keyboarding. Minimum 45 wpm typing skills with minimal error rate. Basic knowledge of computers, CPSI software and Microsoft Office Suite software are desirable. Medical Terminology and Transcription experience preferred. Minimum of 2 years' experience preferred. Computer and office equipment skills. Demonstrate excellent professional relations skills with effective oral and written communication skills.

Days/Hours:

Mon – Fri; Days and hours may be flexible and/or may vary. No weekends.

FTE:

0.60; 24 hours/week. Not benefit eligible.

Department:

Health Information Management

Physical Requirements:

Please see Job Description in Human Resources

Interested Candidates may apply in person or by mailing their resume to:

Three Rivers Hospital
Anita Fisk, Director of Human Resources
PO Box 577
Brewster, WA 98812
(509) 689-2517 x 3343

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Three Rivers Hospital is an equal opportunity employer.