



## HIM INFORMATION CLERK PART - TIME

<b>Posting Number:</b>	HR084117	<b>Posting Date:</b>	November 1, 2024	<b>Date Available:</b>	Immediately
<b>Position Summary:</b>	Health Information Clerk is responsible for managing patients' health records and history. Their main duties will be to assist in clerical and secretarial duties such as answering phones, filing and pulling records, copying, scanning, chart assembly and release of information duties.				
<b>Essential Job Duties:</b>	<p><b>ROLE AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>Retrieves and files medical records and loose medical reports.</li> <li>Scans paper records into electronic health record and attaches the scanned record to the electronic health record.</li> <li>Receives Release of Information Requests, determines authenticity and completeness of request and processes medical records requests.</li> <li>Demonstrates a working knowledge of the in-house computer system.</li> <li>Assembles charts and performs initial deficiency analysis for all required elements of the medical record. Requests missing elements and signatures from providers.</li> <li>Follows strict state and federal laws and policies to ensure the privacy of all protected health information.</li> <li>Tracks the location of medical records using the electronic health record.</li> <li>Answers telephone and provides information regarding medical records.</li> <li>Assists in medical records purging.</li> <li>Maintains a professional and courteous demeanor when dealing with patients, visitors, medical staff, and all TRH employees.</li> <li>willingly and eagerly learns new skills and performs other duties as assigned.</li> </ul> <p><b>PREFERRED SKILLS:</b> Medical Terminology, Knowledge of HIPPA</p>				
<b>Qualifications:</b>	High-school diploma. Two-year Associate's degree specializing in Health Information Management				
<b>Position Wage Range:</b>	<b>MIN:</b>	\$16.72	<b>MAX:</b>	\$23.05	<b>Sign-on Bonus:</b> NONE
<b>Differentials:</b>	<b>Nights:</b>	\$3.00/hour	<b>Weekend:</b>	\$2.50/hour	<b>On-Call:</b> \$3.50/hour
<b>Schedule:</b>	<b>Days:</b>	Monday – Friday		<b>Hours:</b>	8:00 am – 12:00 pm
<b>Department/FTE:</b>	Health Information	<b>FTE:</b>	.50 / 20 Hours		<b>Benefit eligible?</b> YES
<b>Benefit Summary:</b>	<p><i>Part-time benefits include: Group Medical 3-tiered plan (employee premiums on the higher deductible option is paid in full by TRH); voluntary plans for Dental &amp; Vision offered. Dependent coverage is also available. A Health Savings Account (HSA) is an option under our group medical plan. Employer paid basic plans for Life, Long-Term Disability, &amp; Short-Term Disability with buyup options available. Voluntary Life with a guaranteed issue. AFLAC policies are available. A Flexible Spending Account (FSA) plan is offered. Vacation and sick accrual accounts are provided. Our retirement program offers two plans as options. A complimentary 24/7 Employee Assistance Program (EAP) for all staff is available. <b>Insurance benefits are effective at the first of the month following hire date.</b></i></p>				
<b>Physical Requirements:</b>	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY		HR USE ONLY
<b>MAIL OR APPLY IN-PERSON:</b>	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517	
<b>APPLY ONLINE:</b>	<a href="http://www.threerivershospital.net">www.threerivershospital.net</a>	
<b>HR CONTACT EMAIL:</b>	<a href="mailto:opportunity@trhospital.net">opportunity@trhospital.net</a>	
<i>Three Rivers Hospital is an equal opportunity employer.</i>		