



HIM INFORMATION CLERK Full-Time

Posting Number:	HR084121	Posting Date:	July 14, 2026	Date Available:	Immediately
Position Summary:	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.				
Essential Job Duties:	ROLE AND RESPONSIBILITIES: - Retrieves and files medical records and loose medical reports. - Scans paper records into electronic health record and attaches the scanned record to the electronic health record. - Receives Release of Information Requests, determines authenticity and completeness of request and processes medical records requests. - Demonstrates a working knowledge of the in-house computer system. - Assembles charts and performs initial deficiency analysis for all required elements of the medical record. Requests missing elements and signatures from providers. - Follows strict state and federal laws and policies to ensure the privacy of all protected health information. - Tracks the location of medical records using the electronic health record. - Answers telephone and provide information regarding medical records. - Assists in medical records purging. - Maintains a professional and courteous demeanor when dealing with patients, visitors, medical staff, and all TRH employees. - willingly and eagerly learns new skills and performs other duties as assigned. PREFERRED SKILLS: Work requires the ability to gather and interpret data in situations where the information or problems may be complex. Familiarity with medical terminology. Basic knowledge of computers, CPSI software and Microsoft Office Suite software are desirable				
Qualifications:	High-school diploma or equivalent is required. Preference will be given to an individual who has a two-year associate's degree specializing in Health Information Management and/or has their Registered Health Information Technician Certification. Two years' experience in a HIM office environment is preferred but not required				
Position Wage Range:	MIN:	\$17.74	MAX:	\$24.45	Low-Census: \$4.00/hour
Schedule:	Days:	Monday – Friday		Hours:	8:00 am – 5:00 pm; 8 Hour Shifts
Department/FTE:	Health Information		FTE:	1.00 / 40 Hours	
Benefit Summary:	Full-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 & 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, & 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. <i>Insurance benefits are effective the first of the month following hire date.</i>				
Physical Requirements:	Please see full Job Description in Human Resources				

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