

HIMS Coordinator

Peoria, IL

Full-time Position

Summary:

The Ambulatory HIMS Department is a support group for the OSF Multi-Specialty Group. The Ambulatory Health Information Management Coordinator enters discrete medical information and scans non-OSF medical records into the Epic Electronic Medical Record System. All Ambulatory Health Information Management Coordinators work in a team-based environment, but also work independently. Ambulatory Health Information Management Coordinators are expected to meet an average hourly production expectation and an average monthly accuracy expectation.

Qualifications

Education:

- High school diploma or GED required
- 1 year computer experience in an educational or professional setting
- Typing speed of 35 words per minute
- Demonstrate proficient organizational skills
- Demonstrate proficient data entry experience, proof reading, and accuracy
- Demonstrate proficient attention to detail
- Demonstrate proficient critical thinking skills
- Demonstrate flexibility with an ever-changing department

Preferred Qualifications

- 1 year of work experience in healthcare
- Knowledge of Medical & Surgical Terminology, as well as a working of CPT/ICD-10 Coding
- Knowledge of HIPAA and medical record laws

More Information / To Apply:

<https://careers.osfhealthcare.org/jobs/5035908-hims-coordinator>

