

Health Information Technician

Galesburg, IL

Summary

The Medical Record Technician (MR Tech) is responsible for compiling, processing, and maintaining records of hospital patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements. Performs a variety of moderately complex tasks that are highly confidential and are defended by established policies and procedures.

Qualifications:

- High School Diploma or GED
- Ability to arrange things or actions in a certain order or pattern according to a specific set of rules.
- Ability to provide information to superiors, co-workers and physicians over the telephone, written, email or in person.
- Knowledge of principles and processes for providing customer service.

PREFERRED QUALIFICATIONS

- Associates degree in Health Information Management or similar field
- Previous experience in Medical Records department or health related field

More information / How to Apply:

<https://careers.osfhealthcare.org/jobs/5416629-health-information-management-technician>