

# HIMS Specialist

VillageMD

Job Location: Bend, OR

Full Time/Days

## JOB SUMMARY:

Numbers, sorts, scans and indexes incoming paperwork from outside entities as well as internal clinical areas and fax lines. Quality checks incoming paperwork at all levels. Processes deceased patient charts. Processes patient authorizations for release of information, answers the phone and assists patients, providers, facilities and internal staff with all Health Information Management services. Prioritizes and processes fax requests from outside entities. Processes scanned document chart corrections. Processes all clinical correspondence and result letters daily. Processes imaging requests for patients and facilities. Acts as courier for all interoffice and USPS mail, sorts incoming USPS mail, posts USPS mail for main and satellite locations.

## MINIMUM REQUIREMENTS:

- Medical office or medical records experience preferred.
- HIM experience preferred.
- Knowledge of medical terminology, anatomy and physiology.
- Knowledge or complementary experience with electronic health record systems and HIPAA regulations.
- Ability to work easily in a Windows computer environment with complimentary knowledge of Excel, Outlook and Word.
- Requires the ability to adapt to changing duties and priorities in a high production environment.
- Ability to research and problem solve.
- Excellent written and verbal communication skills.
- Customer service phone and in person skills required.
- Must have the ability to work independently as well as collaboratively with team members.
- Ability to observe all clinic safety precautions.

## EDUCATION/LICENSES/CERTIFICATIONS:

- High school diploma or equivalent, required.
- RHIT Certification or complimentary HIM experience preferred.

## FOR MORE INFORMATION/TO APPLY:

[https://shm.wd5.myworkdayjobs.com/en-US/Summit\\_CityMD/job/HIMS-Specialist\\_R30765](https://shm.wd5.myworkdayjobs.com/en-US/Summit_CityMD/job/HIMS-Specialist_R30765)