

# Health Information Technician, Senior

**Crystal Clinic Orthopaedic Center**

Job Location: Akron, OH

Full Time/Days

## **JOB SUMMARY:**

The Health Information Technician Senior is responsible for advanced level problem solving, organizing, training, and communicating within the department and organization; demonstrates the ability to identify serious quality issues in the EMR and knows the appropriate actions to either report or correct the finding. This position is responsible for evaluating the day-to-day activities and task assignments in conjunction with leadership directing other staff members in the area and providing training/retraining for all staff and will have an understanding of privacy and security guidelines related to patient information and maintain HIPAA as well as keep all patient information confidential.

The HIM Records Technician Senior is responsible for document scanning/imaging and paper chart training, auditing, mentoring, development of training materials, workflows and programs, assisting in change management and back-up support for all tasks during vacations, illnesses, and vacancies. The HIM Records Technician Senior will monitor day to day assignments to ensure work is completed in a timely manner. The incumbent is responsible for daily huddles, monitoring and handling all scanning/indexing corrections, reporting potential issues to the Identity team, monitoring inventory, providing reports, and working reports/queues along with system/workflow testing.

The HIM Records Technician Senior will have direct contact with CCOC staff including department heads, secretaries, physicians, nurses, unit clerks and other internal support staff as well as external customers including patients/representatives, attorneys, insurance companies, joint venture sites, community connect partners and other healthcare facilities (physicians/nurses), etc.

## **MINIMUM REQUIREMENTS:**

- Three (3) to Five (5) years of demonstrated experience in field or professional experience to CCOC preferred; OR
- Two plus (2+) years within CCOC Health Information Management Department as a HIT I, preferred.
- Proficient knowledge of EHR is required.

## **EDUCATION/LICENSES/CERTIFICATIONS:**

- College degree or progress towards degree, preferred.

## **FOR MORE INFORMATION/TO APPLY:**

<https://secure4.saashr.com/ta/6097121.careers?CareersSearch> (Scroll to position or type in search bar)