

# Health Information Management Quality Analyst

## Prisma Health

Job Location: Greenville, SC

Full Time/Variable Shift

### JOB SUMMARY:

Reviews and validates that scanned documents reside with the correct patient and are indexed to the correct document type and level (encounter, patient, or order) within the document management system. Assesses and reports document imaging quality metrics by employee and by location. Assures inaccurately scanned information is promptly corrected to assure the overall integrity of the patient medical record. Maintains an expert knowledge of the imaging system function and all supportive software.

### MINIMUM REQUIREMENTS:

- Two (2) years of experience in health information management or related Epic credential
- In lieu of education and experience noted above, an Associate Degree in Health information Management may be considered
- Maintains an expert level of knowledge on document management system functionality and work processes
- Document scanning skills preferred
- Electronic medical record skills preferred

### EDUCATION/LICENSES/CERTIFICATIONS:

- High School diploma or equivalent **OR**
- Post-high school diploma/highest degree earned
- In lieu of education and experience noted above, an Associate Degree in Health information Management may be considered
- Registered Health Information Technician (RHIT) through AHIMA preferred, if applicable

### FOR MORE INFORMATION/TO APPLY:

<https://careers.prismahealth.org/us/en/job/R1124946/Health-Information-Management-Quality-Analyst-FT-Variable>