

Data Entry-Auditor/HIM Clerk

Department: Quality Dept. /HIM Dept.

Schedule: Full-Time (60-80 hours/pay period)

Shift/Hours: Monday-Friday

Job Details:

POSITION SUMMARY

Data Entry/Auditor: Responsibilities include but are not limited to auditing of medical records and charges, accurately entering data into the electronic health record charge system, identify and correct data entry errors and processes using quality control methods. Perform various other audits related to compliance and quality. Work with other departments on resolutions regarding potential issues.

Health Information Management (HIM) Clerk: Responsibilities include analysis and processing of paper and electronic medical records, release of information, maintaining patient confidentiality, and complying with all appropriate HIPAA regulations.

POSITION QUALIFICATIONS

High school diploma

Medical terminology knowledge preferred

Strong computer skills

Strong attention to detail

CERTIFICATIONS

None required

Apply: Online at www.salinasurgical.com/careers.php
In person at 401 S. Santa Fe, Salina, Kansas

EOE