

## **Data Entry Auditor / Health Information Management (HIM) Clerk**

Salina Surgical Hospital is seeking a **full-time Data Entry Auditor / Health Information Management (HIM) Clerk** to support our Quality and HIM Departments. This position helps ensure the accuracy, compliance, and confidentiality of patient information.

**Schedule:** Full-Time, 80 hours per pay period | Monday–Friday

### **Key Responsibilities**

- Audit medical records and charge data for accuracy and completeness
- Enter and verify data in the electronic health record (EHR) system
- Identify and correct data discrepancies
- Perform compliance and quality-related audits
- Process paper and electronic medical records
- Manage release of information requests
- Maintain patient confidentiality and HIPAA compliance
- Support Quality and HIM department operations

### **Qualifications**

- High school diploma or equivalent required
- Medical terminology knowledge preferred
- Strong computer and data entry skills
- Excellent attention to detail and organizational skills
- No certification required

**Join Salina Surgical Hospital and be part of a team committed to quality, accuracy, and excellent patient care.**