

## **Data Entry-Auditor/HIM Clerk**

**Department:** Quality Dept. /HIM Dept.

**Schedule:** Full-Time (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](http://www.salinasurgical.com/careers.php)

In person at 401 S. Santa Fe, Salina, Kansas

**EOE**