

NOTIFICATION OF JOB VACANCY

Posting Date: 11/26/2018
Department: HIM/Medical Records
Position: HIM Clerk
Shift: Regular Full Time

MHHS Description: Minnie Hamilton Health System (MHHS) is a Federally Qualified Health Center (FQHC) that owns and operates a Critical Access Hospital with 18 Acute Care/Swing Beds, 24 Long Term Care (Nursing Home) Beds, a Level IV Trauma Emergency Department, Rural Health Clinic, Primary Care practices, and a Dental practice, serving nearly 20,000 residents in central WV.

Job Duties:

- The HIM Clerk is responsible for organization and processing of charts, collecting data, and retrieving charts in compliance with hospital policy and procedure.
- Coordinates activities related to the processing of requests for the release of medical records, including locating, copying, mailing, and billing of requested services.

Specific Requirements:

- High school graduate or equivalent with additional training or experience in office procedures.
- Two years Medical Record department experience preferred.
- Experience with general office equipment preferred.
- Excellent communication skills (written and verbal) required.
- Professional in appearance and manners.
- Working knowledge of state and federal regulations regarding release of information and confidentiality.
- Ability to work under stressful situations to meet deadlines.
- Must be able to stand for long periods of time.
- Working knowledge of data retrieval and computers required.
- Previous experience in release protocol preferred.
- Ability to deal effectively and professionally with public.

Opportunity offers the following:

Competitive salary. Excellent benefit package including: health, dental, vision, life insurance, 401k, paid vacation, personal and sick time. MHHS is an equal opportunity provider, and employer.

Submit application/resume mailing to: Minnie Hamilton Health System
Attn: Human Resources Department
186 Hospital Drive
Grantsville, WV 26147

Email to: shelia.gherke@mhhs.healthcare
Submit on-line application at: <https://www.mhhs.healthcare/employment-application.html>

Last day to apply for position: 12/10/2018