



**NHCI Job Posting**  
**July 17, 2019**

## **Health Information Clerk**

### **32 Hours**

Are you someone who thrives in a fast-paced environment, excels in organization, and is knowledgeable in the most up to date practices with medical records, policies, and procedures? If this sounds like you, we want you on our team!

Neighborhood Health is currently looking for a Health Information Clerk to assist us with ensuring our medical records are the most up to date so we can help all our patients in the best way possible.

Specific duties include:

- Scans/indexes paper charts into the Electronic Health Record.
- Locates, delivers, transports, sorts, and files patient records and charts.
- Obtains signed consents for Release of Information. Duplicates documents, forms, and reports in file for Release of Information.
- Collects and sends the medical records to various organizations, including but not limited to, the Social Security Disability department, Medicaid, and Law offices.
- Screens and reviews source documents at time of entry for proper completion and accuracy.
- Schedule is Monday, Wednesday, Thursday, Friday 8:00am – 5:00pm

Full time position with benefits. High School Diploma or GED required. Completion of course in medical records technology. Associates Degree in Health Information Technology or similar specialized training. Minimum of one year experience in office setting. Experience with Electronic Health Records preferred. Additional appropriate education may be substituted for one year of work experience. Interested candidates should send a resume along with a cover letter to NHCI Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862 or by email at [HRDEPT@NHCI.ORG](mailto:HRDEPT@NHCI.ORG) or fax (260)969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.