



HIM TECH
FULL TIME

Responsible for filing medical reports, pulling records, assisting with secondary analysis and chart insertion/binding and answering the telephone

POSITION QUALIFICATIONS:

Must be able to read, write and communicate effectively in

English

Basic medical terminology certification or 1 year clerical experience in Medical Records department preferred

Coding experience is preferred.

Medical Assistant is preferred.

Must be familiar with computer and keyboard and be able to file in alpha and numeric systems.