

# HEALTH INFORMATION COORDINATOR

Seeking a compassionate, energetic, and team-oriented person as a Health Information Coordinator.

## **Starting wage at: \$17.00 - \$19.00/hour**

This part-time position is 24-32 hours per week, Monday through Friday.

### Other benefits include:

- PTO accrual based on hours worked
- Health, Dental, Vision Insurance coverages with employer partially funded health savings account
- Availability of comprehensive voluntary insurances
- Retirement annuity option available

### **Health Information Coordinator Job Duties:**

Responsibilities focus on supporting resident health and safety through maintaining accurate medical records. These include but are not limited to:

- Organizing, copying, filing, coding, entering data and scanning medical records of residents
- Performing admission and/discharge medical record functions
- Arranging medical appointments for residents, including transportation and escorts
- Communicating changes in census and patient conditions to appropriate leadership
- Maintaining resident records accurately and in a timely manner, according to federal and state guidelines
- Using the EMR accurately and being responsible for managing, monitoring, and auditing the EMR
- Communicating with providers to process orders and obtain supplies
- Supporting other areas of health information as needed

### **Required Skills:**

- Associate Degree from Technical or Vocational School
- Current Registered Health Information Technician (RHIT®) Certification or able and willing to become Certified Coder and maintain certification(s)
- Knowledge of basic office procedures and equipment, including typing, filing, data entry, computers and telephones, and medical terminology
- Compliance with state and federal policies and guidelines, including HIPAA Privacy policies
- Ability to do basic math, read, write, spell, speak, and understand English

### **Preferred Skills:**

- Previous experience in medical records, coding, and/or skilled nursing facility - long term care information management
- Minimum of one (1) year work experience in healthcare, preferably in long term care

### **Interested in joining our team?**

We strongly encourage interested applicants to submit a detailed resume or complete an employment application. Accompanying that document, a Background Information Disclosure must be included.

Please send these items to [marketing@svhcs.org](mailto:marketing@svhcs.org) or mail to:



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