

MOAB REGIONAL HOSPITAL JOB POSTING

POSITION: Health Information Management Clerk

DATE POSTED: December 13, 2011

STATUS: Full Time

BRIEF DESCRIPTION: Duties and responsibilities include, but are not limited to, filing medical records, assembling charts, chart deficiency tracking, retrieving, faxing, scanning, and copying records, typing, answering telephones and other miscellaneous and clerical duties as assigned.

QUALIFICATIONS: Minimum high school diploma or G.E.D. equivalent. Applicant must have basic clerical and computer skills with knowledge of Windows, word processing programs, and the ability to type 50+ wpm. Successful applicant must have good customer relation skills, be self-motivated, demonstrate attention to detail, and be comfortable in a professional working environment.

Position is full time – 40 hours per week with benefits.

CLOSING DATE: January 1, 2012, or when successful candidate is hired.

Details and applications available from Andrea French in Medical Records or Becky Striblen in Human Resources.

Drug and Alcohol testing is required.

Moab Regional Hospital is an EEO Employer.