



Neighborhood Health – Health Information Clerk Full Time 32 hours

Neighborhood Health is a patient-centered medical home committed to building healthier communities by delivering quality, comprehensive care. We offer medical, dental, vision, and behavioral health services as well as the women's, infants, and children's (WIC) program all in one convenient, centralized location.

We are looking for a full-time Health Information Clerk. As a member of our growing team you will feel at home in our fun and diverse community of health care professionals whose goal is to improve access to health care in our community and surrounding areas.

What you will do:

- 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

Must have:

- Affinity for working with culturally and economically diverse patient populations
- Demonstrate communication and interpersonal skills
- Have compassion for patient health and safety
- One year of experience working in a general office role.

Education:

- High School Diploma or GED. Completion of course in medical records technology. Associates Degree in Health Information Technology or similar specialized training.

This position is full-time with benefits. We offer competitive pay, health and dental insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested candidates should send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer