



Neighborhood Health – Health Information Clerk  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Health Information Clerk to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Health Information Clerk, you will:

- ✓ 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.

Requirements:

- Minimum of one year experience in office setting. Experience with Electronic Medical Records preferred. Additional appropriate education may be substituted for one year of work experience.

Education Requirements:

- 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, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? 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](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)