



Neighborhood Health – Health Information Specialist
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 Specialist 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 Specialist, you will:

- ✓ Maintain 95% accuracy and efficiency to ensure timeliness and accuracy for compliance and patient safety.
- ✓ Ensure that electronic health records are complete, accurate, secure, confidential and readily accessible.
- ✓ Collect data, prepare reports, answer correspondence, coordinate medical records access for internal, external and insurance audits.
- ✓ Collect and send the medical and dental records to various organizations as necessary.
- ✓ Run periodic reports for document status.
- ✓ Screen and review source documents at time of entry for proper completion and accuracy.

Requirements:

- Minimum of one year of experience in medical office setting required.
- Experience with electronic health record required.

Education Requirements:

- High School Diploma or GED required.

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? Please fill out an application on the Career Page and/or send a resume along with cover letter to NHC Human Resources Department by email to: hrdept@nhci.org.

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