

Health Information Management Coder/Clerk

Department Name:	Health Information Management
Reports To:	Director of Health Information Management
Position Status:	Full - Time
Days and Hours:	Monday – Friday

Duties:	<ul style="list-style-type: none"> • Ensures healthcare services provided by KCHS are accurately documented and coded for reimbursement. • Reviews, assembles and files contents of patients' medical records according to KCHS policy and procedures. • Answers telephone for the HIM Department • Assist with Medical Records releases to facilities and patients. • Scan paper documentation into patients record • Drafts and prepares records and reports for KCHS sources.
Qualifications:	<ul style="list-style-type: none"> • Self-starter with ability to multi-task; Ability to successfully work in team environment • Must be knowledgeable in computer programs / resources to tabulate and analyze data to improve patient care, maintain cost control, and provide documentation for use in legal actions • Certified Professional Coder (CPC) or Certified Coding Associate (CCA) preferred • Prefer 1-2 years of experience
Physical Requirements:	<ul style="list-style-type: none"> • Regularly required to sit for long periods • Must have manual dexterity to use computer keyboard for typing for extended periods of time • Must be capable of comprehending healthcare laws and regulations • Must be proficient on compatible personal computer and other office equipment
Benefits:	<ul style="list-style-type: none"> • Competitive Wage • Benefit package including: Health, Dental, and Vision Insurance, Company-Paid Life Insurance, Voluntary Life Insurance, Retirement Matching, AFLAC Supplemental Insurance • PTO, Paid holidays, Extended Illness pay • Medical Credits • Tuition Assistance and Continuing Education Allowance

*If interested please complete a Kearney County Health Services application online at www.kchs.org or return to: info@kchs.org, 727 East St., Minden, NE 68959, or fax 308-832-3417. For additional information or questions, contact Human Resources at 308-832-3400 ext. 2727 or bgrams@kchs.org.
Kearney County Health Services is an Equal Opportunity Employer*



W: 308.832.3400
F: 308.832.3417



www.kchs.org



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