

LOWER UMPQUA HOSPITAL JOB POSTING

Position	Medical Records Clerk 2
Department	RMC
Status	Full-time
Post Date	June 15, 2017
Date Available	
Close Date	Until filled

Minimum Requirements:

Ability to greet public with professionalism and handle stressful situations. Knowledge of computers and other office equipment. Good oral and written communication skills. Prior experience in medical office preferred. Ability to handle confidential information. High school diploma or equivalent required. Graduate of an accredited Medical Office Assistant program preferred.

EHR experience. Ability to navigate websites, maintain confidentiality, attention to detail. Experience in hospital or clinic preferred. Positive attitude. Excellent organizational skills. Knowledge of medical terminology. Willing to work as part of a team.

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