

LOWER UMPQUA HOSPITAL JOB POSTING

Position	Medical Records Clerk
Department	Medical Records
Status	Part-Time
Post Date	3/07/2018
Date Available	3/07/2018
Close Date	Until Filled

Position Summary:

Lower Umpqua Hospital is accepting applications for a Medical Records Clerk.

Minimum Requirements:

The Medical Records Clerk responds to release of information request, scans documents into the EMR, manages the flow of provider dictations into the EMR, monitors incoming faxes, pick-up and deliver inner office mail as well as assists with coverage of the reception desk for breaks and lunches as needed.

- Must be able to spend extended periods sitting at a computer.
- Must be able to concentrate and work well with external distractions and constant interruptions.
- Knowledge of HIPAA compliance.
- Keyboarding skills of 40+ WPM
- Good verbal and written skills
- Ability to work independently
- Computer competency: Microsoft Word, Excel
- Familiarity with other software as implemented
- Must work well with others as a team
- Must be able to follow written and/or oral directions with specific attention to detail with a release of information.
- Must maintain patient confidentiality.

Contact	Holly Tavernier, Director of Human Resources	Phone: (541) 271-6327
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