



HEALTH INFORMATION MANAGEMENT REPRESENTATIVE – LEAD

Job Requisition #21-0041
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **FT (1.0 FTE)**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties:

Responsible for the day to day processing of patient health information and patient records, including but not limited to retrieving from and scanning into the Electronic Medical Record (EMR) and forwarding patient records as requested and according to policies and procedures.

As the Lead, aids the Chief Administrative Officer with training, coaching and mentoring HIM Representatives as well as maintaining accurate procedures, protocols and other reference materials (both electronic and in print). This role will partner with leadership to ensure the HIM department is implementing policies and procedures in accordance with the mission/vision of CHCB.

Basic Qualifications

Education & Experience:

- High School Diploma or GED.
- Six months experience in a medical office setting using computers and medical office software applications and providing service to internal and external customers.

Knowledge, Skills and Ability:

- High School Diploma or GED.
- Ability to understand and follow strict confidentiality policies and procedures.
- Ability to convey detailed information, ensuring others understand
- Ability to give full attention to what others are saying, understand the points being made and asking appropriate clarifying questions.
- Ability to self-motivate, attend to and retain detail, and prioritize/re-prioritize with minimum supervision.
- Ability to work and problem solve on an individual level as well as part of a team.
- Strong organization, prioritization and time management skills
- Ability to operate standard office equipment including fax machines, copiers and computers
- Ability to electronically file information and retrieve electronic files quickly and accurately

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.
Learn More! See our Website at www.chcb.org/careers/positions-available