



## HEALTH INFORMATION MANAGEMENT REPRESENTATIVE

Job Requisition # **21-0059**  
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. For over 50 years, 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. 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.

### Position Purpose:

The HIM (Health Information Management) Representative is 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.

### Essential Duties:

- Checking documents to ensure validity of forms and HIPAA standards
- Release of record information to patients, medical and dental offices, legal offices etc.
- Chart requests from outside organizations
- Locate, retrieve, prepare, and deliver patient information
- Sort paper documentation for scanning preparation
- Review records for completeness, accuracy and compliance with regulations
- Protect the security and confidentiality of patient records and related patient health information according to CHCB policies and procedures
- Monitor the Electronic Practice Management (EPM) and Electronic Medical Record (EMR) tasking
- Work with outside vendors on records releases and chart requests
- Index, scan, and number patient information into the EMR

### Basic Qualifications:

#### Education and Experience

- High School Diploma or GED
- Six months experience in a medical office setting using computers and medical office software

#### Knowledge, Skills, and Abilities

- Ability to understand and follow strict confidentiality policies and procedures
- Ability to convey detailed information to others
- Ability to understand and ask appropriate clarifying questions
- 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, scanners, copiers and computer

To apply for this position, please send a resume and cover letter to: [HR@CHCB.org](mailto: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](http://www.chcb.org/careers/positions-available)**