



Medical Center
Specialty Clinic
Behavioral Health
Primary Care - Summit Clinic
Primary Care - Winfield
Primary Care - Ark City
Urgent Care
Midwives

HIS Clerk

Employer

South Central Kansas Health
6401 Patterson Pkwy,
Arkansas City, KS 67005
620-442-2500

Job Description

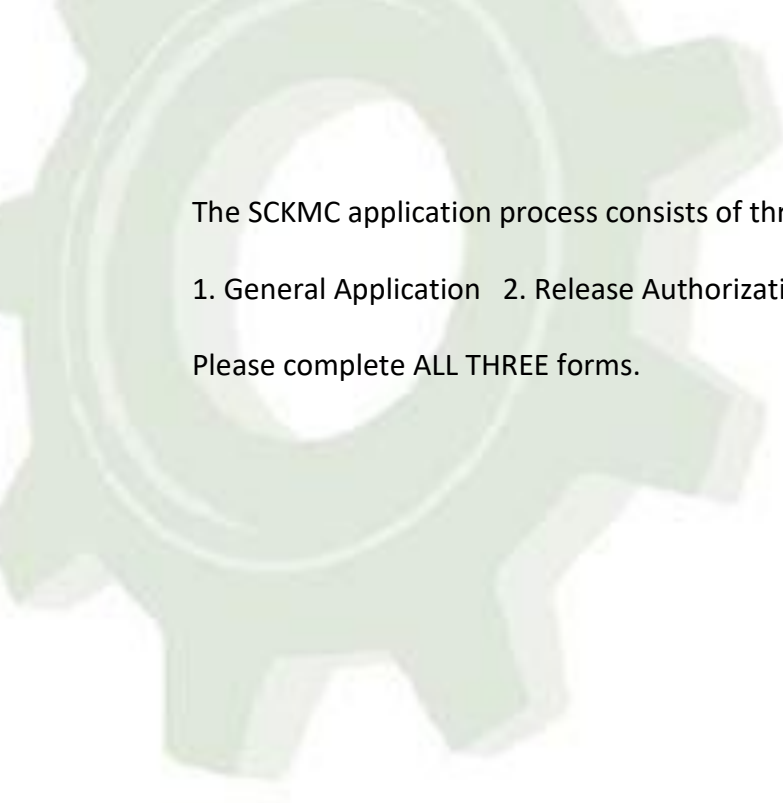
Full-time/ Part- time position available

- The HIS clerk is responsible for prompt and courteous responses to requests for medical information in accordance with HIPAA, state law and hospital policy.
- Reviews the electronic document management system and records contained within for appropriate image quality and indexing. Release of information corresponding with attorney's offices, insurance companies, and Workman's Comp.
- Process requests for medical records from the Billing Office.
- Reviews the electronic document management system and records contained within for appropriate image quality and indexing.
- Pulls charts as requested for nursing staff throughout the facility.
- Prepares documents for scanning into the electronic document management system and examines pages and verifies patient identification on each page.
- Produces Birth Certificates for each baby born at SCKMC and transmits Birth Certificate date to the State Bureau of Vital Statistics.

High school graduate or equivalent. Preferred: minimum 2-5 years HIM experience in a hospital setting with demonstrated competency. Knowledge of chart assembly and record flow of department.

Apply

Apply [Here](#)



The SCKMC application process consists of three forms:

1. General Application 2. Release Authorization 3. Confidentiality Agreement

Please complete ALL THREE forms.

