



HPM Corporation Job Posting

OPEN POSITION: Records Management/Health Information Specialist
CONTRACT: CSC Occupational Health Services
CLASSIFICATION: Full-Time, Exempt
Benefits Package
POSTING PERIOD: February 02, 2012 - February 10, 2012

HPM Corporation, a subcontractor for Occupational Health Services at the Hanford environmental restoration site in Southeastern Washington State, has a need for a Records Management/Health Information Specialist at the CSC Occupational Health Services Clinic in Richland, Washington.

POSITION SUMMARY: This position is responsible for ensuring that Department of Energy records and medical information is obtained, managed, and released in accordance and compliance with applicable federal and state laws and regulations, Department of Energy requirements, and CSC clinic operating policies and procedures.

Responsibilities include, but are not limited to:

1. Assist in the day-to-day flow of work, coordinating and directing activities, for the health information department: records preparation, chart assembly, clearance entry, examination results mailing, final chart assembly, and all types of records release, microfilming, pulling charts for examinations and walk-in visits, and filing of loose sheets.
2. Work with the Performance Assurance Team Lead to address employee issues and/or concerns; maintain positive customer relations and assist in addressing complaints.
3. Work with Performance Assurance personnel to establish, implement, and maintain policies and procedures for all aspects of the medical records process including storage, retrieval, maintenance, release of information, and retiring of records. Participate in audits of such policies and procedures to ensure compliance and identify deficiencies and areas for improvement.
4. Develop training protocols and procedures for health information functions.
5. Responsible for ensuring health information personnel are familiar with and understand the policies, procedures, rules, and regulations applicable to their function within the department. This includes training new employees and reorienting existing staff, as necessary.
6. Maintain competencies for all health information positions; perform duties of the Records Release Specialist, Energy Employees Occupational Illness Compensation Program Act (EEOICPA) Specialist, and Health Information Technician as needed.
7. Ensure compliance with all federal and state regulations regarding medical records and privacy.

ESSENTIAL SKILLS & EXPERIENCE:

To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. Bachelors Degree in Health Administration, Health Information Management or a related field.
2. Five years experience in an increasingly responsible position in health information management.

3. Demonstrated knowledge and application of laws and regulations governing health information (such as Privacy Act of 1974, HIPAA, Uniform Health Care Information Act for the State of Washington, Accreditation Standards).
4. Working knowledge of medical records/records management standards, procedures, and practices; ability to maintain competencies for all health information positions.
5. Ability to maintain appropriately private and confidential information and maintain confidentiality in communications with management and others.
6. Ability to exercise good judgment and poise when dealing with the public and co-workers.
7. Knowledge of medical terminology and required tests for patients.

DESIRED SKILLS & EXPERIENCE:

The following skills or experience are highly valued, but not required to perform the essential functions of this position.

1. Knowledge of the DOE system of records.
2. National Archives and Records Administration (NARA) certification.

All candidates must be able to pass a background check and be eligible to obtain a government security badge/access. Offer of employment is contingent upon successful verification of individual's application and background check and is eligible for employment in the United States.

How to apply:

Please send resume and cover letter, including salary requirements, to opportunities@hpmcorporation.com

*Women, Minorities, Veterans, and Individuals with Disabilities are encouraged to apply.
We are an Affirmative Action and Equal Opportunity Employer.*