

**Position Title:** HIM Clerk  
**Department:** Health Information Management  
**Pay rate:** \$9.30 min doe

**Job Summary:** Responsible for observation and outpatient surgery records, information release, and correspondence.

**Job Relationships:** Responsible to: HIM Manager  
Positions directly supervised: None

**Essential Job Functions:** The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time.

- 1. Processes patient records.**
- 2. Process correspondence including requests for release of information**
- 3. Demonstrates general office skills.**
- 4. Obtain education as necessary for the performance of duties.**

**Education and formal training:**  
Completion of high school.  
Basic computer class.

**Work Experience:**  
Two years desirable.

**Knowledge, skills, and abilities required:**  
Must have an understanding of medical terminology, computer skills, and problem-solving abilities.

**Physical Requirements:**  
Must be able to see computer screen, be able to speak and hear for communication with physicians and/or visitors/clients. Must be able to read and organize medical records appropriately. Must be able to lift at least 10 lbs.