



Lead Medical Records/Health Information Technician

Coal Country Community Health Center is currently seeking a Full Time Lead Medical Records/Health Information Technician at its Beulah and Hazen Clinics. This position will be responsible for leading the Medical Records Department at CCCHC. Responsibilities will include but are not limited to: Compile, process and maintain medical records for clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system; review records for completeness, accuracy and compliance with regulations; answer, screen and direct incoming telephone calls appropriately; release information to persons and agencies according to regulations; plan, develop, maintain and operate a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information; and process and prepare business and government forms.

The successful candidate will have knowledge of administrative and clerical procedures and systems and knowledge of the English language including the meaning and spelling of words, rule of composition and grammar. A degree in Health Information Technician course or HIPAA certification is preferred.

To apply send company application and letter of application to Coal Country Community Health Centers, Attn. Human Resources, 1312 Hwy 49 N., Beulah, ND, 58523. Applications may be downloaded off Coal Country Community Health Center website at www.coalcountryhealth.com