

Health Information Coordinator Tufts University

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Posted Mar. 2, 2023, set to expire Dec. 31, 2023

Job Title	Health Information Coordinator
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 2, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Health Services Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/18659?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The primary purpose of the Records Department is to efficiently track and manage the incoming record request that is received daily and help deliver services in a consistent and equitable manner making sure we are complying with HIPPA regulations when releasing protected health information to patients, providers, and insurance companies to enable a continuum of care. There are other types of requests that require us to cooperate with attorneys' offices and government agencies.

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What You'll Do

The Health Information Coordinator:

- Reviews records request forms for completeness, accuracy, and compliance
- Always adheres to all HIPPA and confidentiality policies
- Prepares patient records for release as requested by patients, providers, hospitals, medical examiners, and law offices in a timely manner
- Prints/copies records for pick up and/or mail, fax, email to patients, providers, hospitals, law offices and other organizations
- Maintains all records request log
- Scans, organizes, and accesses electronic health records
- Answers calls and communicate with patients, providers, medical offices, law offices, hospitals, and other organizations regarding their request
- Trains new medical records personnel

What We're Looking For

Basic Requirements:

- The following required knowledge and skills as typically acquired by completing a high school degree or equivalent experience
- Strong data entry skills
- Advanced organization skills
- Attention to detail to ensure accuracy
- Familiarity with medical terminology
- Excellent problem-solving skills
- Interpersonal Skills

Preferred Qualifications:

- High School degree/equivalency and 1-3 years of job-related experience.
- This position also requires basic knowledge of dental and coding terminology.
- Basic knowledge of dental/medical billing software and Microsoft Office.

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- Excellent communication and customer service skills.
- Basic computer skills.
- Excellent communication skills and customer service focus while interacting with patients and other customers.

Salary Range

Minimum \$21.20, Midpoint \$25.45, Maximum \$29.70 Salary is based on skills, related experience, and qualifications; generally, however, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact