



IMMEDIATE JOB OPENINGS

Position: Medical Record Technician

Pay Rate: \$31,000/year Location: Los Angeles

Duties/Description:

Contract Medical Record Technician positions available for the Los Angeles County Sheriff's Department. Day or limited evening shifts; with possible temp-to-hire opportunities. Proven ability to manage health information systems in a hospital or institutional setting. Position will require a thorough background check by the Los Angeles County Sheriff's Department.

Minimum Qualifications:

- Provide documentation to prove certification as an Accredited Records Technician by the American Medical Record Association.
- Proven ability to code, audit, organize and evaluate medical records in accordance with established numerical coding systems and specific hospital codes.
- Demonstration of experience in checking patient medical files for completeness, consistency and compliance with hospital regulations, and ensuring that all medical records are included in each patient's file.
- Possess excellent communication skills, and ability to contact doctors, nurses, laboratory and other auxiliary personnel for information needed to complete, correct or clarify medical records.
- Ability to review narrative records of patient treatments and surgical procedures to determine information needed for coding purposes, and create a case abstract which summarizes clinical data such as diseases, therapies, surgeries, lab tests and pharmaceuticals.
- Must possess knowledge of coding system regulations and policies.

OTHER REQUIREMENTS: Candidates must download job application and employment verification forms from HPC website (www.hpcemployment.org), fill out completely and fax @ 310-756-1562 with resumes to be considered for the position.

Candidate will be subject to criminal background checks and/or drug testing

EMAIL RESUMES: cbrimmer@hpcemployment.org /ASK FOR CHANELLE.

Call for more info @ (310) 756-1560

500 E. Carson Plaza Drive – Suite 127, Carson, CA 90746

Phone: (310) 756-1560 / Fax: (310) 756-1562

Web Site: hpcemployment.org

Email: lvides@hpcemployment.org

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