Position Title: HIM Scan Tech
Department: Health Information Management
Pay rate: Depends on experience

Job Summary:
Prepares all patient charts for scanning. Scans each record into the scanner and verifies that the scanned information is accurate, legible, and turned to a readable position. Assist with retrieval of information as needed.

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. Sorts charts by date and type. Makes sure that all staples are removed and places a cover sheet on top of each account. Prepares and scans all records, with attention to both speed and accuracy into computer making sure that the information is accurate, legible, and turned to a readable position. Competently prioritizes information preparation and scanning procedures. Recognizes urgency of scanning material in a timely manner. Verifies patient identification and ensures that the information is accurately scanned into the computer with the correct medical record and account number listed. Validates all scanned information and corrects and errors. Verifies daily that material being scanned is properly indexed and retrievable. Maintains constant attention to computer screen to ensure accuracy of scanning.

Education and formal training:
High School graduate or Equivalent.

Work Experience:
At least one year experience in a clerical position in a physician’s office or hospital (healthcare) environment.

Knowledge, skills, and abilities required:
Medical terminology and knowledge of medical records is beneficial. Position requires independent judgment for routinely prioritizing and assembling work, and assuring accuracy of process. Intense attention and concentration is required more than fifty percent of workday.

Physical Requirements:
Job requires the ability to sit in one position most of the day, constantly visualizing information produced on a computer screen. Repetitive motion involved including hands and turning at the waist from the scanner to the computer screen. Must be able to lift at least 10 lbs.