



Healthcare Associates in Medicine
Practice Office Associate – HIM Dept.

Job Title: Practice Office Associate (HIM) **Department:** Health Information Management
Reports to: Director of Compliance & Risk Management and HIM Supervisor

IMPORTANT:

Only candidates who *currently reside in or in close proximity to Staten Island* are going to be considered for the role.

Job Summary: Practice Office Associate will be responsible to manage patient files, process and maintain private patient information to ensure that it is current, accurate and complete. This position resides within the Health Information Systems Department as part of the medical records team. The ideal candidate enjoys working in a fast-paced environment and is passionate about helping people. This full-time position offers medical, dental and vision benefits, PTO, 401K, as well as employee appreciation initiatives. This position is located on Staten Island, NY.

Education/ Experience:

1. At least 1 year of experience with Electronic Health Records (EHRs)
2. Experience working in a healthcare environment
3. Knowledge of anatomy, physiology and medical terminology
4. General knowledge of health insurance billing and coding procedures and common practices
5. Familiar with the regulations and requirements for OSHA and HIPAA and aware of the compliance requirements as enacted by Federal, State and local jurisdictions
6. Working knowledge of PC's and Microsoft Windows
7. Experienced in data entry

Responsibilities (include but are not limited to):

1. Data entry of new patient demographics, pharmacy information, medical history, etc. in an accurate and expeditious manner.
2. Date stamps, labels and queues all documents received for processing in the department.
3. Prepares scanning batches, review documents for duplicate submission.
4. Documents memos in EHR by noting the encounter when medical records are sent to other agencies.
5. Distributes documents accurately and appropriately using the EHR as outlined.
6. Process requests for copies of medical records and / films within 7-10 business days or less.
7. Interacts with legal and medical offices regarding matters pertaining to medical record requests.
8. Verifies identification of individuals requesting medical records.
9. Obtains signed consents for release of medical records.
10. Safeguards confidentiality of the medical records and complies with all local, state, and federal laws pertaining to medical records. Assures compliance with all HIPAA regulations concerning use, retrieval, storage, and sharing of medical records.
11. Works collaboratively with all members of our healthcare organization to function as a cohesive and professional unit.



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12. Works collaboratively with all members of our healthcare organization to resolve departmental and organizational challenges expeditiously, economically, professionally and with minimum disruption to the practice.
13. Constantly strives to achieve excellence in day-to-day operations of respective department.
14. Adheres to any and all company policies and procedures.
15. Invoices for medical records, forms, depositions, trials, expert reviews, letter, narrative reports, etc.
16. Schedules depositions, trials and other legal services upon payment or other agreement.
17. Other duties as assigned.

Physical Requirements/ Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision.

1. Incumbent will be required to work at any facility and be responsible for own transportation.
2. Incumbent will be scheduled based on operational need.
3. Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.
4. Position is in a well-lighted office environment.
5. Involves sitting approximately 80 percent of the day, walking or standing the remainder.

Equal Opportunity Employer