



JOB POSTING FORM

Facility/Organization: **Mount Sinai South Nassau Hospital**

Position/Title: **Health Information Management (HIM) Technician**

Work Setting/Organization Type: **Acute Hospital**

Job Function:

Reports To:

Location(s): **Hicksville, NY**

Job Type:

Shift: **Day (Per Diem, including weekends & holidays)**

Required Qualifications:

- HS Diploma or equivalent.
- At least one (1) year of experience working in an acute care hospital or physician's office.
- Working knowledge of computer database applications. Knowledge of Medical Terminology preferred.
- Must be able to export EMR data reports into Microsoft Office application suite (Word or Excel) with proper formatting.
- Great telephone etiquette and attention to detail.
- Excellent customer service and problem-solving skills.

Job Description:

The **Health Information Management (HIM) Technician** will analyze and retrieve accurate, complete, reliable and valid patient data as conveyed by clinical members of the medical, nursing, and ancillary staff. The HIM Technician will operate the electronic medical record/ Hospital Registration/ HIM Software as they relate to job specific functions and demonstrate the ability to print the legal medical record as defined from the EMR software for release of information.

CONTACT INFORMATION: Attention **HIM Technician**, for immediate consideration, please apply online at:

www.southnassau.org/sn/careers. **Job# 210660 (Per Diem, Days).**

Mount Sinai South Nassau is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. An EOE M/F/D/V.