



JOB POSTING FORM

Medical Record Administrator I– NHCC

Nassau University Medical Center is a Level I Trauma Center and a 530-bed teaching hospital, committed to elevating healthcare standards in our community.

We are seeking a Medical Record Administrator to manage the classification, coding, and maintenance of medical records. This role ensures accuracy, compliance, and accessibility of patient information.

Key Responsibilities

- Review records for completeness and accuracy
- Perform/verify medical coding using standard systems
- Manage electronic health record data input and retrieval
- Release records to authorized parties
- Prepare statistical reports and support audits
- Assist with process improvements and workflow update
- Participate in updating procedures to reflect workflow changes

Qualifications

- Bachelor's degree in Health Information Management, Healthcare Administration, or related field
OR
- Bachelor's + certificate in Medical Record Administration
OR
- RHIT or RHIA credential and 1 year of coding experience

Skills

- Knowledge of medical terminology and coding systems
- Strong attention to detail and organization
- Ability to apply healthcare regulations and policies

We offer a competitive salary, medical, dental, life insurance, NYS Pension Plan, and other excellent benefits. No relocation. Nassau County residency required.

For immediate consideration, please email vcrispel@numc.edu

An EOE m/f/d/v

Salary- \$51,486