Posting Date: December 11, 2009
Position: Medical Records-Health Information Management/Accounting and Patient Financial Services
Department: Alta Vista Regional Hospital, Las Vegas, NM
Reports To: Barbara Lujan, BSBA|Director of Human Resources
Job Type: 3 Freshman or Sophomore students
Rate: $12/hr
Spring 2010: 15 hrs/week

SUMMARY:

HIM (Health Information Management ) Medical Records will use two students to help with filing and replicating medical records which are requested by insurance companies, attorneys, etc. This would provide the students with an opportunity to learn HIPPA requirements and how these requirements affect HIM.

SUMMARY:

Accounting and Patient Financial Services will utilize one student helping in replicating records that will give the student an entry level opportunity to observe the office functions. Accounting will use this student for financial analysis and special functions and can also be shared with other offices such as Human Resources when needed.

HOW/WHERE TO APPLY:

Pick up application package at ARMAS (Engineering Bldg #106) with Monique Esquibel or with Mabel Suarez at Siningger Hall 236.

Contact Information:

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