

Date: 5/31/2018

Position Title: On-Site Medical Record Scan Tech

Status: Contract

FLSA: Contract

Reports To: Valan Phommachanh, Manager, Documentation Management & Onsite Field Retrieval

Office Location: Remote

Telecommute: Yes

Position:

Company Overview: Health Data Vision, Inc. (HDVI) is a healthcare software company that is disrupting the medical record retrieval and review (MRR) industry. We provide Medicare Advantage, Medicaid and Commercial ACA health plans with an enterprise-grade, Software-as-a-Service (SaaS) platform for Risk Adjustment, Quality Improvement, and Audit initiatives. HDVI's powerful Medical Record Collection System (MRCS) enables customers to address these requirements and optionally license the platform for their in-house team to use for chart retrieval, coding/abstracting, and analytics. Alternatively, they can outsource their projects to HDVI completely, or they can choose to collaborate with our teams and share responsibility. Additionally, HDVI's proprietary Secure Virtual Print (SVP) supports the electronic transmission of health records, and can eliminate the time and cost of engaging with provider offices for chart collection.

Job Summary: These are remote seasonal positions who visit physician offices and hospitals to retrieve medical records. Provider Service Representatives will help plan your daily schedule. HDVI provides computer equipment for chart scanning and file transferal (laptop, scanner and flash drive) as well as all applicable training for usage of our applications and hardware. HDVI also provides help desk assistance for both IT and medical record retrieval support.

- Responsibilities:
- Meet or exceed individual production targets as defined by management (e.g. schedule adherence, turn around time to upload records, etc.)
  - Meet or exceed quality standards as defined by management (e.g. completeness of charts uploaded, etc.)
  - Travel to medical facilities or provider offices to complete review services
  - Must be willing to travel within a 50-mile radius
  - Be available to accept appointments Monday-Friday from 8 am to 5 pm (not including travel time) and flexible to accept additional weekend appointments when required
  - Proactively communicate availability to travel outside of normal area (i.e. drive more than 50 miles from home and/or fly to another city or state)
  - Represent HDVI effectively by dressing neatly, communicating effectively with provider offices, showing up on time and being prepared for all appointments
  - Accurately and efficiently manage paper medical records, or an EHR/EMR platform to retrieve information
  - Scan relevant components of the medical record to support reviews performed
  - Develop knowledge and understanding of equipment, systems and processes used in support of on-site record retrieval (equipment and training will be provided by HDVI)
  - Communicate effectively and professionally with care provider offices, clinics, hospitals, other clinical facilities
  - Communicate effectively with HDVI in office team, especially regarding issues or challenges faced in completing assigned appointments
  - Perform job requirements according to defined standards
  - Upload extracted medical records per assignment
  - Enter and update daily time management and goals information
  - Work collaboratively with others on the Intake team as well as other teams within HDVI
  - Act in a professional manner when faced with difficult situations
  - Identify opportunities to improve processes and standards
- Preferred Skills:
- Document management experience
  - Knowledge of HIPAA regulations
  - Understanding of medical terminology

Required Experience / - High School Diploma  
Education: - Valid driver's license  
- Must have reliable transportation, auto insurance and valid driver's license- exceptions may be allowed in certain metropolitan areas  
- Able to read, write and speak English  
- Must be self-motivated with ability to handle, organize and prioritize multiple tasks and able to perform under pressure to meet deadlines  
- Must be computer literate and technologically savvy- comfortable with Windows navigation (START menu/opening folders), Microsoft Office (Word/Outlook), cutting/pasting files and working with flash drives  
- Attention to detail  
- Ability to lift and carry up to 30 lbs of equipment from personal vehicle into a provider office, often including climbing flights of stairs  
- Ability to work independently

Contact: [Careers@healthdatavision.com](mailto:Careers@healthdatavision.com)

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability or protected veteran status, other protected status, or any other characteristic protected by local, state or federal laws, rules or regulations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

All employees are subject to background checks and drug screening.

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