

Date: 5/31/2018

Position Title: Medical Records Intake Representative

Status: Full Time

FLSA: Hourly

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

Office Location: Glendale, CA

Telecommute: No

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: This is a document imaging and records storage position. Under minimal supervision the individual will ensure that all documents/records that are received are scanned and ingested to the company's platform in a timely manner. This position works with large volumes of highly confidential documents that must be kept secure.

Responsibilities:	<ul style="list-style-type: none"> - Meet or exceed individual production targets as defined by management (e.g. records scanned per day, records downloaded per day, etc.) - Expert organizational skills, have strong attention to detail, and work well under pressure. - Communicate effectively with provider offices, clients and internal resources - 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 - Accurately download into and/or attach records within MRCS - Maintain and troubleshoot high volume production scanning machines - Maintain proficiency with all imaging procedures and records processes - Perform quality assurance tasks on any media based records processes - Record quality assurance results - Perform effectively under conditions of a fluctuating workload and prioritize record processing in a timely manner based on the various business needs - Demonstrate flexibility regarding changes in daily routine and work shift - Enter and update daily time management and goals information - Perform various functions within imaging within defined quality measures - Make basic decisions with supervision on record retention processes and procedures - Work independently and follow through on assignments with minimal direction - Continuously improve knowledge of MRCS and related systems used for record retrieval - Identify opportunities to improve processes and standards
Preferred Skills:	<ul style="list-style-type: none"> - Document management experience - Knowledge of HIPAA regulations - Understanding of medical terminology
Required Experience / Education:	<ul style="list-style-type: none"> - High School Diploma - Able to read, write and speak English - Computer knowledge - Attention to detail
Contact:	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.

Version:

2018.1