

624 Market Ave. North  
Canton, Ohio 44702



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# **JOB POSTING**

## **Medical Records/ Health Information Clerk**

**January 7, 2019**

**Position: Health Information Clerk**  
**Reports to: Quality Improvement Director**

**Details: Full time position**

### **Duties & Skills**

- Use of computers and electronic records
- Maintains all patient records, ensuring timely filing
- Good interpersonal skills
- Ability for discretion with confidential information
- Ability to communicate clearly and directly both verbally and written.
- Ability to handle multiple priorities and deadlines
- Excellent organizational skills

**To apply for this position please send resume to Joan McCune, HR Director**  
**Application may be completed and submitted on our website:**

<http://www.phoenixrisingbhr.org>

[joanm@phoenixrisingbhr.org](mailto:joanm@phoenixrisingbhr.org)

**Telephone : 330-493-4553 ext 105**  
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[www.phoenixrisingbhr.org](http://www.phoenixrisingbhr.org)

A Contract Agency of the Mental Health & Recovery Service Board of Stark County

