4/22/2017

Trinity Health/Holy Cross

Germantown

Congratulations!

Thank you for applying and your interest in our company.  Your application is in the process of being carefully reviewed for consideration and a representative will contact you should you be selected to continue with the recruitment process.

Should you remain interested in other opportunities, we encourage you to visit our careers webpage located at [www.trinity-health.org/careers](http://www.trinity-health.org/careers) to review the most current available

**Coding Support Specialist - Medical Records - Full Time**

Germantown, Maryland

Full time

00006945

Apply

Department:

MD132\_65080 Medical Records

Expected Weekly Hours:

40

Shift:

Rotating Shift

Position Purpose:

General Summary:   
Check-in, assemble and analyze the medical records of discharged patients in an established departmental format; assure completeness and accuracy of contents of the medical record.  
  
To Supports the Mission of Trinity Health and Holy Cross Hospital.

Job Description Details:

Minimum Knowledge, Skills, & Abilities Required:

High school graduate Knowledge of medical terminology Minimum of two year’s experience in a medical records department, experience with medical record review process preferred.  Must have professional telephone manners. Professional communication skills Demonstrated ability to coordinate and maintain alphabetical, numerical and terminal digit filing systems. Good organizational skills Visual and auditory acuity Manual dexterity and ability to stoop and kneel Proficiency in word processing skills

Working Conditions:

Frequent use of the computer and long periods of sitting at a desk

May have to lift up to 10 pounds

Requiring climbing a ladder, stooping, or keeling in order to reach high or low shelves

Trinity Health's Commitment to Diversity and Inclusion  
  
Trinity Health employs more than 120,000 colleagues at dozens of hospitals and hundreds of health centers in 21 states. Because we serve diverse populations, our colleagues are trained to recognize the cultural beliefs, values, traditions, language preferences, and health practices of the communities that we serve and to apply that knowledge to produce positive health outcomes. We also recognize that each of us has a different way of thinking and perceiving our world and that these differences often lead to innovative solutions.  
  
Trinity Health's dedication to diversity includes a unified workforce (through training and education, recruitment, retention and development), commitment and accountability, communication, community partnerships, and supplier diversity.