

# Health Information Management

HIM Coordinator, HIM Document Imaging Tech, SR. HIM Coord, HIM Specialist,  
Data Steward, HIM Coding Analyst, Epic Analyst Associate

Documents and processes medical records and documentation, ensuring accuracy and confidentiality of patient information.

## Activities:

- Retrieves and processes medical records
- Researches and reconciles medical records
- Performs medical record conversion
- Prepares documents for scanning
- Conducts review of data integrity
- Maintains error logs



## What You Need



### Knowledge

Microsoft Office  
English Language



### Skills

Communication  
Multi-Tasking  
Computer Skills  
Problem Solving  
Data Entry  
Troubleshooting



### Abilities

Self-Motivated  
Team Player  
Collaborative  
Confidentiality

**Education:** High school diploma plus 3 years of relevant experience

## How You'll Get There

**Ochsner Learning Institute (OLI) Courses** Effecting Team Communication, Microsoft Office, Communicating for Results, Time (Priority) Management Part 1 & 2

**Tuition Assistance** Full-time: \$3,000 | Part-time: \$2,000

**Ochsner Resource Groups** Women Empowering Women (WoW), African Americans Building & Leading Equality (ABLE), PRIDE, Young Professionals Association, Hispanics at Ochsner Leading and Advocating (HOLA), Vet Force 1

**Find your next move today!**

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