



## Medical Records Technician

### Mission

Waimānalo Health Center is rooted in Native Hawaiian values and devoted to improving the health and wellness of all people, regardless of ability to pay, by providing comprehensive primary and preventive health care services of the highest quality.

### Vision

Waimānalo Health Center is dedicated to the continuous advancement in quality healthcare while assuring universal access for all. We believe that our values of Aloha, Mālama I Ka Pono, Mālama I Ka 'Ohana, and Mālama I Ka 'Āina, enable our patient-centered healthcare home services to deeply focus on the shared role of healing oneself, 'ohana, community, and 'āina over generations.

### Core Values and Guiding Principles

Our values at Waimānalo Health Center promote Hawaiian-centered diversity, equity, and inclusion by welcoming all members of the Ko'olaupoko community to access our holistic services ranging from traditional Hawaiian healing practices to Western medicine.

**Aloha:** We listen to people with our full attention, seeking to know them and understand their health care and wellness needs and aspirations for themselves, their family and community. We will respond, to the best of our abilities, as caring, compassionate, engaged, and professional partners in healthcare.

**Mālama I Ka Pono:** We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

**Mālama I Ka 'Ohana:** We believe that wellness embraces the whole family, and we welcome their participation in the healthcare of their loved ones. Our belief extends from the Ahupua'a of Waimānalo throughout Ko'olaupoko where we build the foundation for good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

**Mālama I Ka 'Āina:** We understand the importance of one's sense of place and the holistic nature of health and wellbeing. Through integrative services we support the balance of body, mind, and spirit, while respecting one's cultural connectedness to the 'āina of Hawai'i. Ka Maui O Ka 'Āina A He Maui Kānaka: The Life of the Land is the Life of the People

*We are seeking a dedicated, talented, and team-oriented Temporary Medical Records Technician to join our 'ohana (family) to support our mission and values.*

*Waimanalo Health Center is dedicated to offering employees an exceptional work environment and offers competitive salaries and benefits.*

### Summary

The Medical Records Technician (MRT) is responsible for overseeing clinical information entering and leaving WHC. This may be via paper, fax, CD, electronic media, or digital means. The position is responsible for ensuring WHC meets its legal responsibilities in replying to subpoenas and other

Requests for Information. The MRT is the functional supervisor for the systems WHC puts in place to share data with other entries. The MRT is responsible for ensuring incoming data is placed in the correct system locations or assigned to the correct personnel and that outgoing data is going to the correct locations, while adhering to the security and confidentiality rules WHC has enacted.

## **Benefits**

- Health Benefits (Medical, Dental Drug, Vision)
- Employee coverage paid by WHC Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages after six months of employment.
- Flexible Spending Program
- Paid Holidays – 10 Full days and 2 Half Days
- Paid Time Off (PTO): Accrual based on working 40 hours per week
  - 1 to 3 years – Max. Accrual = 120 hours
  - 3 to 8 years – Max. Accrual = 160 hours
  - 8 + years – Max. Accrual = 200 hours
- Paid Wellness Hours (2 hours per pay period based on FTE)
- Wellness Bucks – Up to \$200 annually
- Bereavement Leave
- Makahiki – Employee Appreciation Day
- Jury Duty Pay Casual Dress Friday Longevity Benefit After 5 or more years of service
- Tuition Assistance Program
- Discounted Medical,
- Dental and Vision services provided by WHC Employee Assistance Program (EAP)
- Group Term Life Insurance Supplemental Group Term Life Insurance & AD&D Insurance
- Lifestyle Benefits
- Free Parking

## **Qualifications**

- Minimum Bachelor's degree from an accredited college or university. 5+ years of work experience may be substituted for this requirement.
- Relevant experience in health care
- Ability to analyze healthcare data, understand issues and problems, relate them to customers' needs, and propose appropriate solutions
- Excellent verbal and written communication skills
- Experience handling multiple projects while successfully meeting deliverable due dates
- Experience working collaboratively as well as independently within multidisciplinary teams
- Knowledge of computer applications
- Ability to write reports, procedure manuals, training tools, and effectively present information.
- Regularly uses Microsoft 365 products requiring advanced understanding of programs.
- Uses MS Office365 and Teams for scheduling internal/external meetings and project work.

## **Certificates, Licenses, Registration**

- Two-Step Tuberculosis clearance within the past one year is required.
- Proof of full vaccination and booster against COVID-19 is required.