WAIMĀNALO
HEALTH CENTER

Medical Records Technician I

Waimānalo Health Center is dedicated to offering employees an exceptional work environment and offers competitive salaries and benefits. We are seeking a dedicated, talented, and team-oriented ***Medical Records Technician I*** *to join our `ohana (family) to support our mission and values.*

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 ʻOhana, and Mālama I Ka ʻĀina, enable our patient-centered healthcare home services to deeply focus on the shared role of healing oneself, ʻohana, community, and ʻāina 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 Koʻolaupoko 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 ʻOhana: 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 Ahupuaʻa of Waimānalo throughout Koʻolaupoko 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 ʻĀina: 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 ʻāina of Hawai'i. Ka Mauli O Ka ʻĀina A He Mauli Kānaka: The Life of the Land is the Life of the People

Summary

The Medical Records Technician I (MRT I) provides ongoing clerical and document-management support for the daily operations of the Medical Records department. Under the direction of the Health Information Systems & Records Manager, the MRT I prepares, organizes, scans, indexes, retrieves, and maintains paper and electronic patient records, supports accurate documentation, and assists

with assigned departmental tasks. Duties include working with legacy paper medical records as part of broader records-management responsibilities. The position supports WHC's electronic health record operations and maintains patient confidentiality and record security.

Benefits

- Health Benefits (Medical, Dental Drug, Vision)
- Employee Retirement Savings Plan 403(b) – Employer matches 66.67% of employee's contribution up to a maximum of 6% of employee wages after six months of employment.
- Flexible Spending Program
- Paid Holidays – 9 Full days and 2 Half Days
- Paid Time Off (PTO): Accrual based on working 40 hours per week
    - 1 to 3 years – Max. Accrual = 152 hours
    - 3 to 8 years – Max. Accrual = 200 hours
    - 8 to 13 years – Max. Accrual = 248 hours
    - 13 + years – Max. Accrual = 296 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 Qualifications

- High school diploma or GED, or an equivalent combination of education and experience as approved by WHC.
- Basic computer proficiency, including use of email, Microsoft 365 applications, and the ability to learn electronic document management systems.
- Ability to accurately sort, organize, scan, and index documents while following written procedures.
- Strong attention to detail, organizational skills, dependability, and ability to handle confidential records.
- Effective verbal and written communication skills and ability to work cooperatively with others.

Preferred Qualifications

- Previous clerical, records management, scanning, or healthcare office experience.
- Familiarity with medical terminology, patient charts, or electronic health records.
- Experience preparing and scanning high volumes of paper medical records.

Certificates, Licenses, Registration

- Two-Step Tuberculosis clearance within the past one year is required.