



Memo

Date: November 19, 2021

To: HIM Program Director

From: Patty Seymour, MS, RHIA - HIMS Administrator
Julie Hable, MBA, RHIA – HIMS Operations Manager/HIMS Program Director, Mayo Clinic School of Health Sciences

Re: HIMS Job Opportunities at Mayo Clinic

Mayo Clinic's Health Information Management Services (HIMS) has several job openings we wanted to bring to your attention. If you have qualified HIM Program students seeking employment, we would appreciate it if you could share these opportunities with them. Our job postings can be accessed via this [link](#). A listing of HIMS postings can be found by typing in "HIMS" in the search screen.

Mayo Clinic HIMS is committed to hiring a workforce of HIM credentialed staff. Students in their final semester are qualified to apply for our entry-level HIMS Specialist positions. Additionally, most of these positions are telework, allowing individuals to work from any location in the United States.

Current job vacancies are within our Document Imaging and Release of Information teams. A description of the work these teams perform is as follows:

Document Imaging. Performs prepping, scanning, indexing, verification of documents using the Hyland OnBase imaging system and document imaging workflows. Meets productivity and accuracy standards. Follows Mayo Clinic Scanning business rules to ensure documents are processed accurately. Utilizes independent analytical and critical thinking skills. Leverages technology to communicate and collaborate professionally. Understands that errors impact patient safety. **Will never compromise record integrity.** Maintains confidentiality by keeping all information seen and heard in the strictest confidence. Typically, works remotely accessing work related projects and tasks via VPN access.

Release of Information. Knowledgeable of an electronic health record, preferably Epic, and understands medical terminology. Primary responsibilities include: comprehensive processing of continuation of care and patient-directed requests for medical information, assisting customer walk-ins for onsite staff, opening and processing incoming mail, verifying authorizations, requesting historical medical records, and preparing correspondence in response to a request for medical information. Assists with training new or contract staff and students in a qualitative and effective manner. Maintains confidentiality by keeping all information seen and heard in the strictest confidence. Typically, works remotely accessing work related projects and tasks via VPN access.

Thank you for allowing us to share these opportunities with you.