

Job Title: Zweena Clinical Informatics Coordinator – Part-Time

Immediate Supervisor: CEO and/or COO of Zweena

Zweena LLC offers its clients an online personal health record. Visit us at www.zweenahealth.com.

As a member of the Zweena Management team this person is responsible for managing the data integrity of our customers' clinical information by coordinating and executing the input of our client's medical records. The ideal candidate must be client focused, with great organization skills, who enjoys engaging clients one on one (probably on the phone). A self-starter who enjoys the challenge of working with a smart and dynamic start-up organization, you must like working with paper charts and the data that lies with.

Responsibilities

- Handle all medical requests and inquiries for patient medical information; dispersing information according to HIPAA/Zweena policies and procedures.
- Review and enter client medical record/health information into Zweena's proprietary database.
- Perform quality reviews based on Zweena standards to ensure patient satisfaction and report these results monthly to the CEO and management team.
- Demonstrate understanding of the state and federal guidelines for patient records, HIPAA, and other such privacy standards, and be willing to meet or surpass standards currently set forth.
- Communicate effectively at all levels – both internally and externally – expressing ideas and information clearly and concisely, in verbal and written form.
- Able to apply creativity in helping to develop policies and standards, product attributes, or customer support activities where none exist and measure the effectiveness of any other above.

Qualifications

- RN (certified in NJ) with +8 years of experience, +3 years of management experience
- BS degree in Science, Nursing and or Health Management
- Solid working knowledge of Microsoft Word, Excel, and internet
- Certification as RHIA or RHIT preferred
- Excellent communication skills, both written and verbal

Respond with resume to jobs@zweenahealth.com.