Downloaded from <https://www.velvetjobs.com/job-descriptions/him-clerk>

# Example of HIM Clerk Job Description

Our company is growing rapidly and is hiring for a HIM clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HIM clerk

* Implement new filing processes as directed
* Faxes or mails appropriate requested copies to physician offices in a timely manner
* Correctly files and archives fax coversheets and associated documents
* Monitors and distributes printed patient copies and reports
* Exhibits FHZ principals and mission values in all interpersonal interactions
* Adheres to dress code, appearance is neat and clean, & wears identification while on duty
* Completes education requirements per NetLearning/guidelines
* Completes work within designated time
* Uses computerized punch time system correctly
* Attends annual review and section or department meetings, as scheduled

## Qualifications for HIM clerk

* Reanalysis of charts
* Tracking charts
* Birth certificates
* Hyland scanning
* QA data collection
* Consolidate records