

Job Postings:

Administrative Support Assistant I (Assigned to RP White Nursing Home)

POSITION SUMMARY:

- Manage health records, responsible for insuring the completeness, accuracy, maintenance, and quantitative and qualitative analysis of health records for the nursing home division
- Restocks chart forms weekly on frequently used forms. Place resident I D labels on forms prior to placing in the chart. Ensure there are only clean, quality forms on each chart
- Files on pertinent forms and reports on all disciplines on the chart as needed
- Thins charts according to Health Records Management guidelines and file onto permanent record in a timely manner. Delivers deficiency audit forms to appropriate personnel for logging of deficiencies
- Performs quantitative analysis of charts for any deficiencies on a concurrent, at least weekly basis and monitors face sheet for any updates or corrections. Ensure there is a neat clean copy on the medical record
- Keeps nurses' station and work area clean including desk drawers and counter tops
- Attends all mandatory in-services/training including annual in-service, mandatory meetings and keeps current on TB screening, MANDT and CPR certification. Complete any other duties as assigned by supervisor

MINIMUM JOB REQUIREMENT: High School Diploma or GED and 0-1 year of experience

WORKING HOURS: Monday – Friday 8:00 am – 5:00 pm

Applications are being accepted at East Mississippi State Hospital, 1818 College Drive, Meridian, MS 39307 in Human Resources or Indeed until February 3, 2025. For more information on applications, please see the “How to Apply” section below.