

PLEASE POST

PLEASE POST

PLEASE POST

TO: EMSH Employees

FROM: HUMAN RESOURCES

DATE: March 31, 2025

RE: VACANT RECORDS SPECIALIST

The Human Resources Office is now accepting applications for a RECORDS SPECIALIST.

**SALARY: \$28,542.30 Annually
\$2,378.53 Monthly**

**WORKING HOURS: Monday – Friday
8:00 a.m. to 5:00 p.m.**

MINIMUM REQUIREMENTS:

Typically requires 4-6 years of relevant experience with 2-4 years of medical records experience.

EXAMPLES OF JOB DUTIES:

- **Preparing, organizing and maintaining patient medical records**
- **Safeguarding patient records and ensuring that everyone complies with the HIPAA standards**
- **Assisting with audits and compliance**
- **Creating digital copies of paperwork**
- **Maintain a good working relationship within the department and other departments**

Anyone who meets the qualifications and wants to apply should apply at www.mspb.ms.gov no later than the close of business, **Monday, April 7, 2025**. Applicants who do not meet qualifications will not be offered an interview. For more information contact Blessa Jordan @ 601-581-7887.