

Date Posted: 06/07/11

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Medical Records Clerk – Utilization Review Coordinator

Employer/ Agency: InnerWisdom, Inc.

Job Description: InnerWisdom, Inc. is a Partial Hospital/Community Mental Health Center. We provide group therapy for adults with mild to severe & chronic mental illness, including chemical dependency.

This position is responsible for daily/weekly audit of our EMR (Electronic Medical Record) to ensure compliance by licensed and program therapists.

Qualifications: Applicant must be highly self-motivated, a strong self-starter and able to work very independently with little to no supervision; must be able to identify items for audit. Strong computer skills with EMR experience necessary.

Salary/Hours: Commensurate with experience.
Full-Time, Mon thru Fri
8 a.m. to 5 p.m. – flexible hours offered

Employer/ Agency: InnerWisdom, Inc.
Address: 10777 Stella Link Road
City, State, Zip: Houston, TX 77025

Application Method: Fax resume to (713) 592-9296

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you!