

Job Title	Medical Records Interviewer
PVN ID	QC-2504-006809
Category	Instruction and Social Service
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Part Time
Hourly Rate	\$20.00-\$21.00
Hour(s) a Week	14.00-16.00
Closing Date	Jun 22, 2025 (Or Until Filled)

General Description

The Barry Commoner Center at Queens College is searching for a technician to work on the World Trade Center Heart Study at the Barry Commoner Center office. This position is an entry level position.

They will assist the project coordinator with the medical records request consisting of:

Medical Records Interviewer Responsibilities:

Scan sensitive documents and organize them in the cabinet.

1. Maintain records in custody.
2. Request the medical chart for abnormalities pertaining to the study after obtaining written informed consent (HIPPA form) and obtain all positive interviews, all necessary physician, hospital, or death documents as recorded.
3. Follow up with the hospital about the medical record request information.

Work Hours: Work is Part-Time. Seven (7) hours per day/ (14 hours/week) or 2 days per week, in office.

Other Duties

Liaise between hospitals and participants for medical records, including conducting discussions with physicians and nurses.

- Participate in team meetings (once a week) and training for File Maker database
- Once a year, print and send the annual WTC-Heart Newsletter/ flyers
- Occasionally, support interviewers with follow-up phone calls
- Other duties as assigned

Qualifications

- Bachelor's degree in science, biology, psychology or related field
- Recommendation from a previous employer
- Responsible, punctual, and proactive
- Excel knowledge
- Recommended: Spanish and English fluency