



<b>Job Title:</b>	<b>Indexing Specialist</b>
<b>Client/Contract:</b>	<b>Veteran Affairs Palo Alto Health Care System (VAPAHCS)</b>
<b>Security Clearance:</b>	<b>Required to obtain VA Security Clearance</b>
<b>Location:</b>	<b>2054 Zanker Rd. San Jose, CA 95131</b>
<b>Position type:</b>	<b>Service Contract Act (SCA)</b>
<b>Period of Performance:</b>	<b>1 Base Year + 4 option years</b>
<b>Schedule:</b>	<b>Monday – Friday, 1<sup>st</sup> shift</b>
<b>HR Contact:</b>	<b>Kim Alberi, kalberi@qlxcorp.com</b>

**OVERVIEW**

Maintain a Medical Records File Room and provide Records Management storage and Release of Information (ROI) services in support of the VAPAHCS. File room maintenance is to include paper medical records that will be picked up from VAPAHCS and brought to contractor site to be remotely scanned, indexed, and images delivered onto VA Health System Wide Area Network (WAN) for electronic access by VAPAHCS employees.

**DUTIES AND RESPONSIBILITIES**

- Identify document types through manual indexing or automated indexing from a library of VA document titles
- Identify each entry by patient, social security number, date of service, and document type
- Utilize VistA imaging document capture configuration
- Perform Quality Assessment (QA) of all indexing to ensure 100% accuracy

**QUALIFICATIONS AND REQUIREMENTS**

- High School Diploma or equivalent
- Ability to obtain VA Security clearance
- Attention to detail
- Excellent communication skills