

HOW TO APPLY:

Thank you for your interest in HealthPort Technologies. In order to be considered for a position you must apply directly to a position at <http://www.HealthPort.com/Careers>. We will not be able to consider you for employment without creating an account and either submitting an online application or uploading a resume.

Instructions for applying online:

- Visit <http://www.HealthPort.com/careers>
- Click on the sentence in blue: “View employment opportunities within our company.”
- Search open positions by City and State, or select “Any” to view all openings.
- Select position of interest.
- At the bottom of the job description, click “Apply for this Position”
- Create a profile by entering in your information and attaching or typing in your resume.
- Answer the position specific questions and submit on the next screen.
- Click “Submit”

If you have already created an account with HealthPort:

- Visit <http://www.HealthPort.com/careers>
- Click on the sentence in blue: “View employment opportunities within our company.”
- Search open positions by City and State, or select “Any” to view all openings.
- Select position of interest.
- At the bottom of the selected job description login to your account by entering in your email address and the password you created
- Select “Add to my Jobs”.
- Answer the position specific questions.
- Click “Submit”

Please note, to view your status for each of your position, click on the “Status” tab while you are logged in to your account.