



Medical Records Clerk

Axis Community Health is a nonprofit community health center that has served the Pleasanton/Livermore/Dublin area since 1972. We provide medical care, mental health counseling, drug and alcohol recovery services, and WIC nutrition services for 14,000 Tri-Valley residents. We are eastern Alameda County's only provider of medical care for low income and uninsured residents.

We are seeking a Medical Records Clerk to work out of our Pleasanton location. This is a full-time non-exempt, Monday-Friday position. The position includes health/dental/vision insurance benefits after successful completion of the introductory period.

For more information about Axis, visit us at: www.axishealth.org

Qualifications:

1. High school diploma or equivalent.
2. Ability to work accurately and efficiently with numbers and forms. Ability to retrieve patient information, input information, and locate information and resources.
3. Proficiency in office skills to include typing 35 wpm, filing and spelling.
4. Ability to work well in a fast paced environment, multi-task effectively, organized and pay attention to detail.
5. Ability to bend, stoop, lift and carry up to 25 lbs.
6. Ability to interact effectively and in a professional manner with persons of all backgrounds.
7. Familiarity with medical terminology desirable.
8. Excellent attendance.
9. Computer knowledge desirable to include Microsoft Excel and Word.
10. Written and verbal fluency in English required. Bilingual in Spanish a plus.

Responsibilities:

Under the direction of the Medical Records Manager:

1. Perform all activities in the Axis Medical Records department.
2. Oversee the Axis medical record system; assure the security and safekeeping of all records and maintain accurate documentation regarding the location of all medical records.
3. Insure that all medical records are filed correctly and in a timely manner.
4. Provide all requested records in a timely manner, giving priority to stat requests.
5. Prepare medical records for clinic visits, assuring inclusion of all appropriate forms and pertinent information.
6. Insure that medical records for scheduled clinic patients are available for clinic use prior to the start of the appropriate clinic.
7. Assist with data collection activities as requested.

8. Provide copies of medical records according to all Axis guidelines and all legal requirements (HIPAA); provide copies of records in a timely manner and maintain an accurate record regarding the status of each medical record request and its disposition.
9. Maintain client confidentiality at all times.
10. Perform other duties as assigned.

A background check is part of our hiring process. Axis Community Health is An Equal Opportunity Employer. E-mail your resume to kteicher@axishealth.org. Include “Medical Records Clerk” in the subject line. Please provide a cover letter indicating why you are well suited for this position, and include salary history.