



Medical Records Clerk

Qualifications:

- High School Diploma or equivalent
- Minimum one (1) year medical office experience with similar duties.
- Requires pleasant telephone personality with good written and oral communication skills.
- Ability to interact well with patients, physicians and coworkers.

Responsibilities Include (but are not limited to):

- Check Medical Records inbox for letters, lab orders and referrals. Print, fold, and mail.
- Check D, T, and L Jelly beans for tasks.
- Check office supplies and kitchen supplies (cups, plates, coffee, etc.) to see if any need to be ordered via the Office Supplies Request form.
- Do record copy as needed (usually once all Jelly beans are done).
- Make copies of instructions cover letter for referrals.
- Conduct chart audits.
- Mail-related tasks:
 - Run mail.
 - Scan in mail.
 - Pick up mail from Back Office and Urgent Care.
 - On Fridays, gather all mail that is ready to mail and run it through the mail machine with Monday's date for pick-up.
 - Prepare mail at end of day for pick-up the following morning. Make sure that the date has been changed for the following business day.
- Answer phone calls from patients and physicians' offices for: pre-op or general information, EDD, radiology for orders, etc.
- Call for patients' medical information when needed by physician.

Hourly Rate: \$21 - \$23

Job Type: Full-time

Location: Fountain Valley Office

Benefits:

- Health, Dental, Vision, Life Insurance
- 401k plan with generous match
- End-of-Year Bonus
- Referral Program
- PTO