

Medical Records Clerk

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$21.00 to \$24.00 hourly
Employment status: Contract / Temporary

Description

We are seeking a Medical Records Clerk to assist our growing client in Hayward, CA. This position allows schedule flexibility and room for growth, based on performance. This role will start as a full-time contract position, and based on performance could go contract to hire. Looking to grow your healthcare background? This position will do just that. Apply today!

Your day to day:

- Gather patient information by collecting demographic information via interviews with the patient or their family.
- Maintain master patient index by completing an assigned portion of the daily audit trail.
- Initiate the medical record by creating and processing the patient care record folder.
- Maintain record availability by processing charts into the digital patient database.
- Retrieve medical records by following chart-out procedures.
- Deliver charts to assigned areas of the hospital by following established routing procedures.
- Keep health care providers informed by communicating the availability of requested records.
- Maintains quality results by following clinic guidelines and standards.
- Serves and protects the hospital or facility's community by adhering to federal, state, and local guidelines.

Requirements

- Associates or Bachelors degree in healthcare field
- Strong organizational and office technology skills
- Knowledge of HIPPA and client confidentiality laws preferred, not required
- Exceptional bedside manners
- Proficient in medical terminology
- Comfortable in collaborating with healthcare professionals
- Detail-oriented

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This Job Posting will expire in 10 days.