

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: May 2, 2018
TITLE: Clinic and Dental Receptionist/Medical Records Floater
FTE: PRN- (as needed only)/Not eligible for benefits
SITE: Westside Clinics
SUPERVISOR: Carla Baca, Clinic Manager

RESPONSIBILITIES:

The Clinic and Dental Receptionist/Medical Records Floater is responsible for projecting a positive first impression of the organization, by communicating effectively with co-workers and the general public, and greeting patients and other visitors, determining their needs and directing them accordingly to the appropriate party with complete confidentiality. Responsible for scanning, pulling and auditing patient charts; verifying insurance coverage and printing encounters for next day scheduled appointments. Participates in the creation and management of patient records and files. Enters patient demographic and other required information onto the Electronic Health Record and alternately manning the incoming fax server on ECW.

REQUIREMENTS:

EDUCATION: High School diploma or equivalent.

EXPERIENCE: Minimum of two (2) years' experience, with at least one (1) year in a related field.

PREFERRED: Experience with medical terminology, health and dental insurance claims, Medicaid and Medicare. Knowledge and use of Electronic Health Records Systems. Bilingual-Spanish/English.

Skills, Knowledge and Abilities (KSA's):

- 1) Ability to operate, computer, copier, and fax machine.
- 2) Knowledge of basic mathematical/accounting procedures.
- 3) Knowledge of basic telephone etiquette and protocols.
- 4) Knowledge of clerical, organization, and office skills, including alpha/numeric filing skill.
- 5) Ability to maintain effective work relationships.
- 6) Ability to work with people in stressful situations.
- 7) Ability to communicate both orally and in writing by telephone and email.
- 8) Knowledge and Fluent skill of Microsoft Office Excel and Word applications, internet explorer usage, and Outlook.
- 9) Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- 10) Requires attention to detail ability to relate data elements, and ability to evaluate discrepancies in data and documents using defined sources of information.
- 11) Must have strong customer-service and teamwork orientation.
- 12) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 13) Ability to travel.
- 14) Travel is required to other ECFH clinics and prosperities, as well as for other business as required.

EOE/M/F/D/V/Drug-Free Workplace

Interested individuals must submit an updated employment application to hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

DEADLINE: Open until filled