

**EL CENTRO FAMILY HEALTH  
JOB POSTING**

**DATE:** May 5, 2018  
**TITLE:** Clinic Receptionist/Medical Records Floater  
**FTE:** Full-Time M-F (Two Positions)  
**SITE:** Rio Arriba Health Commons (RAHC)  
**SUPERVISOR:** Carla Baca, Clinic Manager

**RESPONSIBILITIES:**

The Clinic 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 Electronic Health Record for patient records and alternately manning the incoming fax server on eClinical Works (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 and health insurance claims, Medicaid, and Medicare.

**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) Ability to travel.
- 10) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 11) Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- 12) Requires attention to detail ability to relate data elements, and ability to evaluate discrepancies in data and documents using defined sources of information.
- 13) Must have strong customer-service and teamwork orientation.

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

Interested individuals must submit an updated Employment Application to Human Resources via e-mail at: [hr@ecfh.org](mailto:hr@ecfh.org) or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

**DEADLINE: Open until filled.**