

**EL CENTRO FAMILY HEALTH  
JOB POSTING**

**DATE:** August 19, 2021  
**TITLE:** Medical Records Clerk  
**FTE/CLASS:** Full Time  
**SITE:** Las Vegas, NM

**RESPONSIBILITIES:**

The Medical Records Clerk is responsible for scanning, pulling and auditing patient charts, referral tracking, managing the incoming fax server; verifying insurance coverage and printing encounters for next day scheduled appointments. The Medical Records Clerk participates in the creation and management of patient records and files using eCW as the Electronic Health Record System. The Medical Records Clerk 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.

**MINIMUM REQUIREMENTS**

**EDUCATION:** High School diploma or GED equivalent.  
**EXPERIENCE:** Minimum of two (2) years' experience, with at least one (1) year in a related field.

**PREFERRED REQUIREMENTS**

**EDUCATION:** AA Degree or equivalent academic study.  
**EXPERIENCE:** At least (1) year experience in medical records working in a hospital or clinic setting.  
Experience with medical terminology and health insurance claims, Medicaid, and Medicare.  
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) Ability to travel to outlying locations.
- 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.

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

Interested individuals must submit an updated employment application to [hr@ecfh.org](mailto:hr@ecfh.org) or fax to 505-747-8943, ATTN: Jamie Archuleta, HR Administrative Assistant.

DEADLINE: Open until filled