



Position: Medical Records Clerk

Division/Department: Pulmonary and Sleep Medicine Department

Location: Silver Lake and Edmonds Locations

Reports to: Practice Administrator

Type of position: Temporary full-time maternity leave coverage - 40 hours a week

GENERAL DESCRIPTION & DUTIES

- Scan and index all medical records required
- Records Request
- Request/send patient records
- Chart Prep
- Biscom fax records to PCPs
- Obtain referrals
- Cross coverage with receptionist
 - Answer phones/schedule appointments
- Other duties as assigned

WORK AND SKILL REQUIREMENTS

- Knowledge of EMR/Centricity preferred
- Knowledge of medical terminology
- Detailed oriented – making sure records are scanned in correctly under proper name of document, date, etc.
- Punctual and accountable.
- Team player

EDUCATION REQUIREMENTS

- High School Diploma or GED
- Medical office experience preferred

If you are interested in applying for this position please send your resume to Ryan Sundquist at rsundquist@wwmedgroup.com