

## MEDICAL RECORDS ASSISTANT

*Serves as an integral part of the care team in providing excellent patient care. Ensures confidentiality of patient records in addition to a variety of other clinical and administrative duties.*

Hours: 40 hours per week

Compensation: \$16.75-17.50 per hour

Supervisor: Operations Coordinator

Start Date: ASAP

### **PRIMARY RESPONSIBILITIES:**

- Completes scanning and data entry of medical information
- Is proficient in pulling data from CORHIO
- Manages incoming and outgoing faxes as well as record requests through mail
- Follows confidentiality procedures.
- Completes and passes an annual competency assessment.
- Assists clinical team with medical records and other administrative work when appropriate.
- Answers telephones in a professional manner.
- Acts as back up for the scheduling office
- Reports to work on time and on a regular basis.
- Referral Tracking – closes out referrals and data enters results from referral appointment
- Management of incoming referrals
- Daily chart audit.
- Proficient with the use of the patient portal
- Processes medical records requests according to guidelines
- Is knowledgeable of sending charts to and requesting charts from the medical records storage company
- Works EMR tasks on a daily basis

### **OTHER DUTIES & RESPONSIBILITIES**

- Maintain a safe work environment by remaining informed of and compliant with the clinic's safety policies, and in particular by application of safe practices in area of own responsibility.
- Compliance:
  - Knowledgeable of and compliant with laws and regulations governing area of responsibility.
  - Responsible for reporting any potentially non-compliant conduct to Privacy Officer
  - Cooperate fully with our Compliance Officer in upholding our Compliance Plan
  - Maintains strict confidentiality of medical records
  - Performs other duties and responsibilities as required.

### **QUALIFICATIONS REQUIRED:**

- High school diploma or GED
- Proficient in written English

- Ability to work under pressure and handle multiple tasks at the same time
- Excellent customer service and organizational skills
- Sensitivity to low income and minority communities
- Ability to work well both independently and as a team
- Basic computer, math and phone skills

## **QUALIFICATIONS PREFERRED:**

- Bilingual in Spanish
- Minimum of 1-year handling medical records in licensed medical facility
- Knowledge of medical terminology
- Familiarity with NextGen software

## **WHY WOMEN'S HEALTH?**

- ✓ **We make a real impact** for those we serve. As the first abortion provider to open in Colorado, we remain innovative and locally focused, honoring the legacy of our founders. We aim to create access for those who need it the most by breaking down barriers that exist in our community.
- ✓ **We support each other.** The culture at Women's Health is built around trust, collaboration, and respect. Diverse backgrounds, experiences and viewpoints are celebrated and valued here. Our approximately 40 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.
- ✓ **Our benefits package** for full-time employees includes eight paid holidays, paid time off (vacation + sick), medical coverage, long-term disability, a 403b retirement plan, and an Eco-Pass.

**The Mission of Boulder Valley Women's Health Center** is to provide accessible, confidential and comprehensive gynecological and reproductive healthcare, including sexual health services and education. We envision a healthy community of people empowered to make informed choices about their sexual health and well-being.

*Women's Health values diversity and is committed to hiring individuals from various backgrounds. As an Equal Opportunity Employer, we do not discriminate based on race, color, religion, gender identity, gender expression, sexual identity, national origin, age, or ability.*

## **TO APPLY:**

- Email your resume and a cover letter, specifically addressing the position responsibilities and your associated qualifications, to:
  - **Grace Wanebo**, HR Coordinator: [grace@bvwhc.org](mailto:grace@bvwhc.org)
- No phone calls, please
- Employment at Women's Health is contingent upon candidate passing background check