Alliance Medical Center is Hiring a Medical Records Clerk

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary and specialty medical care, behavioral health and dental care within a broad array of services - including prenatal, all ages dental care, mental health, nutrition health services - that help our patients live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high-quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish-speaking patients. We love what we do and continually strive to provide the best services our patients demand.

AMC’s Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 18!

Alliance Medical Center is currently seeking a Medical Records Clerk to join our team!

**What you will do at AMC:**
Responsible for the maintenance, filing, and updating of all patient records for the Clinics.

**Some of the duties include:**
- Assembles and reviews content of medical records into established order for scanning.
- Receives and files lab results, x-rays, electrocardiograms (EKG), and consultations of medical/hospital reports in charts and flags them for provider review.
- Distributes copies of patient records and disability forms to order providers and consultants upon request and enters into log.
- Prepares charts for home visits and copies chart notes for providers.
- Copies OB records for various hospitals.
- Calls various hospitals and doctors’ offices for patient information, including lab and x-ray results.
- Assists patients in completing medical releases.
- Ensures all dictations are sent/received from medical transcriptionist.
- Is aware of and assists in compiling periodic statistical information.
- Provides back-up support for receptionist when necessary (phones and scheduling).
- Sends letters to patients as requested by physicians.
- Creates prescription refill encounter into EHR for care-team to process
- Other duties as assigned

**The Medical Records Clerk at Alliance Medical Center has the following qualifications and skills:**
- High School Diploma / GED with at least 1 year medical related work experience and/or training required, or equivalent combination of education and experience.
- Excellent communication skills both written and verbal in English and Spanish, required;
• Computer skills including Microsoft Office and Outlook, required;
• Exceptional Customer Service and empathy skills required with sense of urgency in resolving issues;
• Good organizational and problem solving skills, must be detail oriented;
• Electronic Medical Records (EMR) experience required; EPIC knowledge a plus.

How to apply:

Please email your resume with position name in subject to hr@alliancemed.org or fax resume to (707) 385-2148

Alliance Medical Center is an Equal Opportunity Employer. No third party recruiters please.