



## Community Health Centers of Greater Dayton

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### **Medical Records Clerk**

Manages the daily operations of the health records for office. Performs Medical Records duties as appropriate. Ensures that a health record is maintained on each patient in a confidential and secure manner. Sends paper charts to storage. Reviews and processes request for subpoenas received from outside providers, agencies, schools, and attorneys in compliance with applicable state laws.

Must be able to respond and interact with physicians, the public and patient care team members in a courteous and collaborative manner. This person will perform a wide range of duties, including chart retrieval and filing, maintaining the physician delinquency notification system, release of information, tracking chart location, overseeing the chart copying service, scanning documents and other duties as assigned. Must ensure that confidentiality of patient information is observed.

This position is responsible for the preparation of EMR in assisting with transition from paper charts to EMR. This includes but is not limited to scanning, prepping and analyzing medical records. Performs general office duties as needed.

### **Requirements:**

1. High School Diploma or equivalent and knowledge of medical terminology, typing and filing.
2. Experience with EMR preferred; demonstrated proficiency with computer systems required.
3. Minimum of 1 year experience in medical records, preferably in an office practice setting.
4. Qualified candidates must have a working knowledge of HIPAA regulation, medical terminology, and be proficient in alpha and numerical filing.
5. Candidate must have reliable transportation. This position will float between two health centers in Kettering and Miamisburg.

We offer a full benefits package including medical, dental, and life insurance, paid time off and holidays, and 401(k) plan. Please forward your resume and salary requirements to [sfleming@chcgd.org](mailto:sfleming@chcgd.org) or fax to (937) 586-9736.