



Example of Medical Clerk Job Description

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Our company is searching for experienced candidates for the position of medical clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for medical clerk

- Types and mail discharge or transfers notices
- Indexes all coded diagnosis and procedures and maintain indices
- Hours of work 2nd Shift 3pm - 11pm
- Must be able to provide HS diploma or GED
- Previous healthcare experience strongly preferred but not required
- Clerical research and Filing (searching and filing in both physical files and electronic scanning system for employee files)
- Evaluating incoming faxes
- Communicate the status of the account
- Communicate with clients and expert reviewers, as necessary to track reviews
- Promotes administrative support to Health and Wellness

Qualifications for medical clerk

- Must be able to pass a background and credit check
- 2 + years experience in a general office or data entry position
- Experience in medical billing and authorization
- Proficient in Microsoft Office, Word, and mail processing
- Must have experience using EMR systems
- Must be able to follow directions and apply criteria for multiple study measures