



Example of Records Coordinator Job Description

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Our company is growing rapidly and is hiring for a records coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for records coordinator

- Provides routine information and assistance to employees relating to human resource information (i.e., benefits, employee orientation, bargaining unit agreements, service awards)
- Coordinates multiple activities within an operations group such as business travel arrangements, internal and external meetings, and assisting with arrangements related to training
- Assists supervisor and office employees to achieve company financial goals by scrutinizing expenditures for errors and/or identifying avenues to reduce expenses
- May be required to work outside regular work schedule on occasion
- Be responsible for managing all aspects of maintaining and protecting agency clinical records and assisting the Patient Care staff
- Maintain patient assignment list, make change notices on status of patients and log admission and discharge of patients into Medical Records book
- Will be responsible for receptionist duties and general office support
- Maintains recertification of insurance benefits per Billing Procedures Manual
- Files and keeps medical records current
- Logs and mails telephone prescriptions for physician's signature, maintaining "tickler file" until signed order is returned

Qualifications for records coordinator

- Some lifting, must be able to sit for long periods of time, and constant

- High School Diploma or the equivalent plus a minimum of one year clerical recordkeeping experience preferably in a health care environment required
- Provide the necessary support to ensure the company is in compliance with gas operations
- Performs basic administrative and functional activities, such as keyboarding, scheduling, maintaining files, and correspondence, associated with an office in support of field operations and handling confidential matters with discretion
- An Associate's degree (with emphasis in word processing, clerical support, administrative support or related area, OR, if no degree, two years of this relevant experience
- This position requires a two year degree from an accredited college or university, with emphasis in word processing, clerical support, administrative support or related area and one year of related experience