



MEDICAL RECORDS COORDINATOR

JOB DESCRIPTION

Job Title: Medical Records Coordinator
Reports To: Medical Records Director

Job Summary:

Medical Records Coordinator that understands maintaining records is one of the most important non-clinical duties in health care. The job is full-time and the work schedule is Monday-Friday from 9:00am – 5:00pm.

Essential Duties and Responsibilities:

- accurately classify, index and store records
- corrects and communicates problems per established procedures
- bending and/or lifting at least 25 pounds

Job Requirements

- follows procedures
- pays attention to detail
- very competent
- team player
- **Required: 1 year of experience**
- Preferred: 2 years of experience
- High school or equivalent