

POSITION AVAILABLE: Medical Records Specialist

START DATE: Available Now

POSITION TYPE: Full Time

SCHEDULE: Monday – Friday

Inland Orthopaedic Surgery and Sports Medicine Clinic is seeking individuals who share our desire to serve our patients with compassion and integrity by providing exceptional patient-centered care. These individuals must be organized, self-motivated, professional, enthusiastic and have excellent customer service skills. 1-2 years of experience in a medical office is preferred but not required. Competitive pay with generous benefit package offered and you will have the opportunity to work in a fun, professional environment with amazing team members and physicians. Position is available in our Moscow office location. This is a full-time position, year round, M-F, no weekends. Applications will continue to be accepted until position has been filled. To apply please submit your cover letter, and resume. In your cover letter, please specify why your unique skills and experience make you a good fit for this position.

Demonstrated qualifications include, but are not limited to:

- Demonstrated knowledge of medical terminology
- Demonstrated knowledge of medical office technology
- Demonstrated ability to perform detailed work in a timely manner with accuracy and thoroughness
- Demonstrated excellence with communication skills and ability to work cooperatively with people
- Demonstrated professional demeanor and pleasant, friendly tone of voice

Primary job responsibilities include, but are not limited to:

- Download and proof medical records
- Answer multiple line phones
- Schedule patient appointments
- Assist with incoming referral review and disbursement
- Assist with U of I training room orthopaedic referral scheduling
- Assist with patient eligibility inquiries
- Assist with insurance authorization for medical procedures
- Manage medical record requests
- Back up front office receptionists
- Filing, faxing, copying and other office tasks
- Assist various departments with special projects as needed

To Apply:

Applicants can email their resume and cover letter to CWeaver@inlandortho.net Your cover letter must specify why your unique skills and experience make you a good fit for working with our Inland Orthopaedic Surgery Team.