

## **Medical Records Clerk**

Coal Country Community Health Center is currently seeking a Full Time Medical Records Clerk at the Beulah and Hazen Clinics. Responsibilities will include but are not limited to: compile, process and maintain medical records of clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system; review records for completeness, accuracy and compliance with regulations; answer, screen and direct incoming telephone calls appropriately; relay messages and schedule appointments promptly and accurately; responsible for front desk functions and transporting patients to and from clinic appointments in company van on occasion; sort mail and operate metering equipment.

Position requires a valid North Dakota driver license; detail oriented; strong organizational skills; excellent oral and written communication skills; basic knowledge on medical terminology preferred; prior medical records experience preferred.

To apply send company application and letter of application to Coal Country Community Health Centers, Attn. Human Resources, 1312 Hwy 49 N., Beulah, ND, 58523. Applications may be downloaded off Coal Country Community Health Center website at [www.coalcountryhealth.com](http://www.coalcountryhealth.com)