

Medical Records Coordinator

DEPARTMENT: Administration

POSITION SUMMARY

The Reutlinger Senior Living Facility is hiring a Medical Records Coordinator. The community is located in Danville, CA. The community serves residents within a Skilled Nursing Unit and Assisted Living. It has been in existence for over 50 years. We are excited to hire someone who wants to join a team of strong leaders within the industry. Someone with strong employee relations experience and a generalist background would succeed. Union experience would be a plus.

The Medical Records Coordinator job entails oversight of medical records in compliance with state/ federal operating regulations and company policy. The position may include supervision of medical records department staff.

This position is expected to conclude in March 2024.

POSITION RESPONSIBILITIES INCLUDE:

- *Maintain medical records compliant with state/federal regulation and OCW policy and expectation.*
- *Report any/all medical record discrepancies to senior staff immediately or within 24 hours of identifying discrepancy.*
- *Respond to all records requests timely.*
- *Time management and organizational skills are mandatory.*
- *Promote a culture of safe work ethics, team work and unity with all other departments.*

QUALIFICATIONS

- *High School diploma or equivalent. College degree in applicable field highly preferred.*
- *Minimum 1 years' experience with responsibility of medical records in a large residential or acute care setting.*
- *Thorough documentation skills including grammatical, spelling and organization.*

The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.

The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.