



MEDICAL RECORDS REPRESENTATIVE

Job Requisition #21-0008
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours per week: **40**
Status: **Full Time**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties

The Medical Records Representative is responsible for the day to day processing of patient health information and patient records, including but not limited to retrieving from and scanning into the Electronic Medical Record (EMR) and forwarding patient records as requested and according to policies and procedures.

Basic Qualifications

- High School Diploma or GED.
- Six months experience in a medical office setting using computers and medical office software applications and providing service to internal and external customers.
- Ability to understand and follow strict confidentiality policies and procedures.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available