

COASTAL HORIZONS CENTER, INC. JOB ANNOUNCEMENT

Date of Notice: July 13, 2010

JOB TITLE: Medical Records Assistant

HOURS: 40 hours per week, M-F, Non-Exempt

Job Duties / Responsibilities: Very busy medical and outpatient substance abuse counseling office seeks individual able to provide clerical and administrative support for proper maintenance of client records. Primary responsibilities include:

- Performing accurate, detailed computer data entry and retrieval of client information.
- Documenting client service activities in medical records and processing client drug testing results.
- Responding to requests for copies of medical records as required.
- Maintaining control file or client records in accordance with policies and procedures of the Center and the requirements of regulatory authorities, including client confidentiality.
- Providing quality assurance monitoring of client records.

Qualifications / Skills:

- High School Graduate
- Two (2) years previous clerical experience, preferably with patient or client records in a medical or social services setting
- Knowledge of Windows XP and/or 2000, and MS Word/Excel a must.

Hourly Rate/Salary: Commensurate with experience. Full time employees are eligible for medical/dental benefits, life insurance, LTD/STD, retirement savings plan, and paid time off programs.

Deadline to Apply: Open until filled

Please send (or fax) resume and cover letter to: (no phone calls please)

Coastal Horizons Center, Inc.
Attention: MRA -Brunswick
615 Shipyard Blvd.
Wilmington, N.C. 28412
fax (910) 790-0189

Or email resume to: jobs@coastalhorizons.org

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