



COASTAL HORIZONS CENTER, INC. POSITION ANNOUNCEMENT

POSITION TITLE: Medical Records Office Assistant- Brunswick County
Full-Time

Date of Notice: October 4, 2021

Coastal Horizons Centers, Inc. is a CARF certified and CABHA approved provider of mental health, substance abuse, and other social services in our community for over 49 years. Our company has an opportunity for a qualified Medical Records Office Assistant to join our program and be based in Shallotte, NC.

Essential Duties and Tasks:

- Performs a variety of administrative support duties with a focus on medical records.
- Knowledge of all Outpatient Treatment Services (OTS) programs.
- Assisting the staff of OTS in daily procedures.
- Provides clerical and administrative support for proper maintenance of client records.
- Subject to the OSHA rules and regulations on blood borne pathogens due to the possible exposure of various body fluids.
- General knowledge of the program and related functions as needed.

Required Educational/Experiential Qualifications:

- High school graduate
 - Two (2) years of clerical experience with patient or client records in a medical or social services setting
- OR
- Equivalent combination of education and experience

Compensation: Commensurate with education and experience. Benefits available include medical, dental, and vision insurance, as well as, 401k retirement savings plan and paid time off programs.

PLEASE SEND RESUME & COVER LETTER TO: (NO PHONE CALLS PLEASE)

COASTAL HORIZONS CENTER, INC.
ATTN: Human Resources
615 SHIPYARD BLVD.
WILMINGTON, NC 28412

Fax: 910-790-0189

Email resume to: jobs@coastalhorizons.org