

**Position:** Medical Records

**POSITION SUMMARY**

Under the supervision of the Clinic Coordinator, provides medical records and clerical support services to Hidalgo Medical Services.

**POSITION RESPONSIBILITIES**

1. All duties pertaining to medical records.
2. Maintain record keeping and filing system in accordance with HMS system.
3. Ensure fax inbox is checked and faxes distributed to the appropriate departments daily.
4. Maintain fax server requests.
5. Collect medical records from clinical areas and copy machines as needed.
6. Classify, sort, file correspondence, records, diagnostic reports or other documents and send to Provider for review when applicable.
7. Prepare copies for other HMS staff or patients as requested.
8. Collect medical record release fees or payments and issue receipts. Invoice as appropriate.
9. Maintain a professional work area **free of food**, clutter, or other items which might impair delivery of quality and safe customer service.
10. Complete work orders and submit to Supervisor as necessary.
11. Promote fiscal stability of HMS by cost-effective use of resources.
12. Assist in collection of quality assurance data as assigned.
13. Compile statistical reports upon request.
14. Answer telephones, take messages, create telephone encounters in EHR, transfer calls, check and respond to voicemails throughout the day.
15. Assist employees or visitors upon request.
16. Assist patients and visitors with departmental forms.
17. Assist patient in navigating other department/services including referrals, pharmacy, medical records, billing etc.
18. Enable and assist patients' electronic access to their HMS records.
19. Notify/communicate with the appropriate medical, dental, or mental health staff when patients need assistance.
20. Be courteous, friendly, and professional and acknowledge all patients/clients/visitors.
21. Communicate with supervisor as appropriate, for any issues that are out of the ordinary.
22. Participate in training as required.
23. Participate in monthly fire drills/mock codes when applicable.
24. Verify identity of vendors and contact the appropriate person for access to the facility.
25. Verify the identity of the patient.
26. Refer patients to Family Support as needed.
27. Perform other duties as assigned.
28. Comply with all HMS policies and procedures.

**Minimum Qualifications**

High School graduate or equivalent.

One year or more of directly related experience.

Knowledge of and experience with medical terminology.

Able to organize and manage day-to-day work.

**To Apply:**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-247-6036