



JOB DESCRIPTION

TITLE: Medical Records Clerk

STATUS: Full Time/Non-Exempt/37.5 hours per week

DEPARTMENT/PROGRAM: Crisis & Outpatient Clinic
Assertive Community Treatment Program

IMMEDIATE SUPERVISOR: Program Director

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direction of the Office Manager, Crisis & Outpatient Clinic, the Medical Records Clerk's primary duties will include: response to and coordination of requests for information, court orders and subpoenas, medical assessments/evaluations scheduling, maintenance of medication clinic listings, maintenance of monthly statistical reports, private contract & city and county billings, maintenance of the clinic charting system including the preparation of client folders. In addition, s/he will be part of a clerical pool that provides reception, word processing and data entry as well as other duties as assigned.

QUALIFICATIONS:

- High School Graduate or Equivalent. Minimum of 2 years experience in health, mental health or social environment.
- Minimum 2 years experience working with client/patient charting.
- Ability to maintain confidentiality.
- Demonstrated skill in communicating effectively.
- Detail-oriented.

APPLICATION PROCESS: E-mail: jobs@westside-health.org
Reference job id: 092706-MRC-ACT

or
Mail Resume To:
Human Resources Department
Westside Community Services
1153 Oak Street
San Francisco, CA 94117

Phone: 415-431-9000
Fax: 415-552-3917

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