

Medical Records Specialist At Aegis Healthcare we are expanding our Home Health & Hospice Nursing Teams and are seeking a dynamic and experienced individual for the role of Medical Records Specialist who shares our desire to make healthcare better for everyone. Why do people LOVE & Feel Supported at Aegis Healthcare ? Our company culture is grounded in our core values of Character, Experience & Trust, which we live every day (you'll know when you meet us). We enrich the lives of those we serve, nurture and support our team's long-term career development, and focus on ensuring everyone feels valued and empowered. COMPENSATION: \$18-\$20 / hourly DOE STATUS: Full - Time SCHEDULE: Mon-Fri 8am-5pm LOCATION : 7227 E. Baseline Rd #129 Mesa, AZ 85209 Highlights of working for Aegis Healthcare Support in your Role: Enjoy comprehensive onboarding and continuous training Career Longevity: Our average tenure is 5 years. Meaningful Work: We serve a vulnerable population. Growth opportunities: With 7 divisions there are paths for advancement. Employee Experience: Fun Perks, Rewards, and Recognition Programs! Great Benefits Package: A generous 22 days of PTO + Medical, Dental, Vision, 401(k) + Matching, Life, accident and disability insurance options, and referral bonuses! At Aegis Healthcare our approach to treating patients, our staff, and the community is rooted in our core values of Character, Experience & Trust . To ensure consistently seamless, high-quality care we have developed a continuum of services including Mobile Primary Care, Home Health, Palliative Care, Hospice, Outpatient Therapy, DME, and Medical Transport. By integrating these services, we address the diverse needs of our patients and support our mission to: "Enrich Every Life We Encounter from our employees to our patients and those who love and care for them." Job Summary As a Medical Records Specialist at Aegis Healthcare, you will play a vital role in delivering outstanding home health and end-of-life care to our patients. If you are dedicated to providing exceptional service and eager to challenge yourself daily to positively impact the lives of those we serve, we invite you to join our team. The Medical Records Specialist is responsible for responding to phone calls and delivering courteous and professional assistance to physicians and patients, requesting medical records, and addressing patient inquiries and concerns, all while ensuring the

protection of patient privacy. You will efficiently contact physicians' offices to obtain medical records in a timely manner , organize and prioritize requests for records, and route medical documents appropriately. Additionally, you will manage documents requiring signatures, organize, sort, and file documents, and perform other related duties as needed. Join Aegis Healthcare today and feel supported and appreciated in a patient-first environment.

Desired Skills & Qualifications

- Adaptive problem-solving skills
- Keen attention to detail
- Service oriented mindset
- Minimum of 2 years of related experience preferred
- Valid driver's license, clean driving record, and reliable automobile
- Proof of current automobile insurance
- Negative TB test
- Must be at least (18) years of age

Make a Difference with Aegis Healthcare! If you're seeking a supportive environment that values your contributions, apply to join Aegis Healthcare today! Aegis Healthcare is a part of the Aegis Healthcare Family. Aegis Healthcare Celebrates Diversity and is committed to creating an inclusive environment for all employees, underscored by a Zero Tolerance policy for discrimination. Aegis Healthcare is an equal opportunity employer welcoming applicant without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity, or any other characteristic protected by law. All Aegis Healthcare employees must be able to pass a criminal background check.