

Midtown Center for Health and Rehabilitation is seeking a Medical Records Coordinator! Welcome to Midtown, our new and improved center located in the heart of Memphis, just up the road from the Memphis Zoo! We strive for top quality resident care as well as employee satisfaction. We understand that happy employees lead to happy residents! Our center features well-lit parking areas in the front and back, equipped with security cameras, as well as a 24/7 receptionist to always ensure your safety and convenience. From cozy outdoor movie nights to fun themed parties, there is always something exciting on the horizon to bring joy and a sense of community. We take pride in fostering a culture of respect, collaboration, and recognition. At Midtown, you will work in a place where your contributions are valued, your voice is heard, and your efforts are appreciated. We believe in nurturing our own talent and love to promote from within. We offer training programs, career development opportunities, and a supportive work environment that encourages personal and professional growth. We want you to be your best self! Join us and become part of a community that cares for each other as much as we care for our residents.

**A Medical Records Coordinator** audits electronic medical records for proper, timely documentation required by state and Company regulations. Coordinates with clinical and medical staff to insure documentation is in the chart in a timely manner. Maintains audit spreadsheet for each resident.

**Job Duties:** Maintains quality results by following state and facility standards. Maintains continuity of work operations by documenting and communicating actions, irregularities, and continuing needs. Maintains client confidence by keeping resident records information confidential. Serves and protects the resident community by adhering to professional standards, facility policies and procedures, federal, state, and local requirements. Enhances medical records and facility reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Skills and Qualifications:** Previous experience working in the medical field preferred.

**Health Information Management** Time Management Organization Attention to Detail Quality Focus Professionalism Productivity Thoroughness Coordination Deadline-Oriented Internal Communications Reporting Skills.

**EQUAL OPPORTUNITY EMPLOYER** The Facility is an equal

opportunity employer. The Facility does not discriminate based on race, color, religion, sex, handicap, disability, age, marital status, sexual orientation, national origin, veteran status, or any other characteristic(s) protected by federal, state, and local laws. The Facility will also make reasonable accommodations for qualified individuals with disabilities should a request for an accommodation be made. A key part of this policy is to provide equal employment opportunity regarding all terms and conditions of employment and in all aspects of a person's relationship with the Facility including recruitment, hiring, promotions, upgrading positions, conditions of employment, compensation, training, benefits, transfers, discipline, and termination of employment.