Medical Records Technician

Full Time, Day Shift
Minimum Starting Salary: $18.74/hr, commensurate with experience

Do you have a passion for being detail oriented, quality driven, self-starter and growing your healthcare career while improving the health of individuals receiving integrated behavioral health services? Would you like to be a valuable member of a diversely driven, mission-minded team that impacts our community? If so, we have an exciting opportunity for you to work full time as a **Medical Records Technician!**

What You Will Be Doing
Working as a **Medical Records Technician** you will be responsible for reviewing client records for completeness, accuracy, and timeliness to ensure authenticity of the behavioral health records of those we serve. You will ensure that all records are electronically scanned, uploaded and recorded within Integrated Services of Kalamazoo's (ISK) electronic health record software data for collection, storage, analysis, retrieval, and to meet reporting requirements for State, Federal and Accrediting Body Standards. You will prepare and disseminate clinical documentation to an array of internal and external providers to coordinate the care of those served. You will demonstrate the understanding of the medical/legal implications of always maintaining strict confidentiality and privacy of client records.

What We Require
You will have a **High School Diploma or GED** and **three years comprehensive office experience working in a client-services setting or comparable position.** Experience working in a medical/behavioral health office and familiarity with Medical Terminology is preferred. Advanced computer skills with excellent attention to detail, accuracy, flexibility, initiative, productivity, and good interpersonal communications is required, and you must possess a valid Michigan Motor Vehicle Operator's license.

Why Work For ISK
Because we **make a difference** in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that **values diversity, inclusion, work/life balance** and encourages **ongoing education for professional development.**

We also offer a competitive compensation and benefits package, with some of the **best retirement plans in** southwest Michigan including a **6.2% retirement match** and **pension plan!**

You will also enjoy **12 paid holidays, Generous PTO** and the opportunity to earn additional PTO hours for participating in our **wellness program!** Kalamazoo is the home of the **Kalamazoo Promise!**

Who We Are

Integrated Services of Kalamazoo (ISK) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. ISK works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals in a trauma-informed environment.

Come Join Us!

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are invited to apply. ISK is an equal opportunity employer that encourages diversity and inclusion among its workforces. ISK fomenta la diversidad y la inclusión.

We look forward to meeting you! Apply online at www.iskzoo.org/careers

Physical Requirements / Working Conditions:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

Physical Efforts – Job demands include prolonged sitting and standing. Requires light lifting to 25 pounds, stooping, kneeling, crouching, or bending. Requires coordination of hands and/or eye/hand/foot and ability to hear and communicate verbally**.**

Working Conditions – In office environment with noise from computers, copy machine, and telephones. Use of computer for periods more than 30 minutes at a time. May be exposed to bloodborne pathogens, infectious diseases, and parasites. May encounter community environments that include homes, schools, courts, and other community settings that may or may not be barrier-free. Travel throughout the Kalamazoo area may be required.