



### **Medical Records & Clerical Assistant**

Is a competent, conscientious, service-oriented individual with strong character for one of our gastroenterology medical offices in Tampa Bay. This individual will predominantly function as a Medical Records and Clerical Assistant and may cross cover other roles for the office. He/She will work under the direction of the office's Practice Manager or his/her designee.

Responsible for maintaining and retrieving office's records & files, answers phones as needed and contributes to organizing office.

### **Minimum Requirements:**

High school graduate. 1 year of medical office experience utilizing EMR/practice management systems.

Preference may be given to candidates *meeting minimum requirements* who have work experience from employers that emphasize excellent customer service (e.g. Publix, Disney, Chick-fil-A).

### **Medical Records (~60%)**

- Process and scan files to be entered into computer in digital database.
- Use scanners to convert forms, receipts, and reports into electronic format.
- Code files for proper placement.
- Retrieve files as necessary.
- Clean and maintain file space.
- Manage all records.
- Purge old files.
- Create new entries as needed.

### **Clerical (~35%)**

- Fax and photocopy files.
- Work with electronic storage media, such as hard drives and/or flash drives
- Be able to explain filing system to others.
- Perform data entry
- Answer patient calls and schedule appointments
- Retrieve and deliver postal mail
- Perform local assignments (deliveries) in the area

### **Other Duties As Assigned (~5%)**

Criminal background and drug screening required as well as excellent professional references. Apply for this great position as a Front Desk Coordinator today!

### **Email resume to [Service@GastroFL.com](mailto:Service@GastroFL.com)**

**Gastro Florida is the largest gastroenterology group in Tampa Bay with 40 providers across 20 locations in Hillsborough, Pinellas, and Pasco counties and growing. The group offers groundbreaking techniques, diagnostic strategies, colon cancer prevention, non-surgical cancer intervention, and minimally invasive endoscopic therapies in the same practices patients have trusted for over 30 years. Comprehensive services are provided for colorectal screening, swallowing disorders, hepatitis treatment, irritable bowel syndrome, inflammatory bowel disease, reflux disease, Barrett's Esophagus and other diseases and disorders of the esophagus, stomach, liver, gallbladder, pancreas, and colon. The corporate headquarters (CBO) is located in beautiful Feather Sound (Clearwater).**

**Gastro Florida is committed to Affability, Affordability, Access, Answers, and Accuracy.**

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