

# Partners for Healing, Inc.

## Finance and Medical Records Coordinator Job Description

**Job Title:** Finance and Medical Coordinator

**Department:** Administration

**Weekly Hours:** You will be expected to work, on average, 10 hours a week

**Immediate Supervisor Title:** Executive Director with strong communication lines to the board Treasurer

**Job Supervisory Responsibilities:** None

### Essential Job Responsibilities:

1. Treats every patient with loving respect.
2. Attends two outside community events held by Partners for Healing in each calendar year.
3. Conducts all functions with excellent customer service skills recognizing that everyone is an individual of dignity and worth.
4. Prepares and makes bank deposits recording into computerized financial system. Records all receipts in computerized spreadsheet.
5. Makes all necessary bank transfers.
6. Carries out all accounts payable functions recording all invoices in the computerized financial system.
7. Handles accounts payable.
8. Prepares invoices and bills as required.
9. Prepares materials for annual audit and provides necessary assistance for annual audit.
10. Executes payroll functions in computerized financial system.
11. Develops and maintains records to track revenue and expenses. Providing reports to the Executive Director.
12. Develops and maintains records on labs, ultrasounds, mammograms, referrals and volunteers. Providing monthly reports to the Board Treasurer and Executive Director.
13. Assist in providing necessary information for grant submissions, grant reporting and grant tracking, as needed.
14. Assist in managing and tracking budget revenues and expenses on grants received.
15. Runs month end reports for Executive Director and Board.
16. Makes month end journal entries (e.g. depreciation and In-Kind).
17. Establishes, manages, and maintains a system for medical record management.
18. Medical Records duties include:
  - Prepares and provides all records requested and maintains spreadsheet documenting such.
  - Retrieves, maintains and replaces medical records from the storage facility.
  - Updating patient records and tracking patient data forms. This report will be provided to the Executive Director at the end of each month.
  - Maintains a spreadsheet for tracking the referrals. This report will be provided to the Executive Director at the end of each month.
  - Handles all bills received in the clinic for patient services.
  - Tracks patients for in-house labs and provides folders to designated RN or LPN.
19. Responsible for record keeping on outside suppliers such as McKesson, Direct Relief, Americares, Dispensary of Hope and any new vendors.
20. Email review/reply in a timely manner.
21. Other administrative duties to support clinic functions as directed by the clinic supervisor or executive director.

**Education:** High School Graduate and business emphasis or on the job experience in book keeping and accounting functions

**Experience:** Minimum one year of recent experience working in a medical facility in accounting or bookkeeping.

**Performance Requirements:**

*Knowledge:*

1. Knowledge of health care field and medical office protocols/procedures.
2. Knowledge of specific assisting tasks related to particular medical practice.
3. Knowledge of information that must be conveyed to patients and families.

*Skills:*

1. One or more years of work experience in basic accounting functions.
2. Computer experience.
3. Strong interpersonal and communications skills.
4. Experience working in a health care environment.
5. Proficient in Microsoft Office applications, with advanced knowledge of Excel and Outlook.

*Abilities:*

1. Ability to learn and retain information regarding clinic procedures and state laws.
2. Ability to demonstrate on-going continuing education and professional growth and development.
3. Ability to work as a member of the interdisciplinary team.
4. Ability to project a pleasant and professional image.
5. Ability to plan, prioritize, and complete delegated tasks.
6. Ability to demonstrate compassion and caring in dealing with others.

**Equipment Operated:** Standard office equipment, including computerized health information management system for medical records and QuickBooks.

**Work Environment:** Medical office

**Mental/Physical Requirements:** Must be able to lift up to 30 pounds of supplies or medical records. Handle occasional stress from dealing with many patients and staff.

Employee Signature: Patricia N. Williams Date: 2/21/19  
Executive Director Signature: Michael Carmack Date: 2/21/19  
Board Chair Signature: R French Date: 2/27/19