



Referral Coordinator/EMR Specialist

Volunteers in Medicine - Clinic of the Cascades in Bend, Oregon is currently seeking a Referral Coordinator/EMR Specialist.

Scope of Duties:

Unique position available at non-profit medical clinic in Bend. The Referral Coordinator/EMR Specialist is responsible for:

- Maintaining positive relationships with partner agencies and representing our clinic in the medical and non-profit communities.
- Scheduling and informing patients of specialty appointments, imaging studies and surgical procedures.
- Counseling patients on pre and post procedural preparations.
- Submitting and maintaining documentation of treatment and procedures performed outside of our clinic.
- Counseling patients on billing and payment expectations.
- Entering data in electronic medical charts.
- Supervising delegating to and coordinating volunteers.
- Knowledge of CPT and ICD-9 coding is beneficial.

In addition, the Referral Coordinator provides administrative support to the medical directors and clinical team. Working knowledge of computer software and hardware is essential. During clinic hours the referral coordinator helps physicians and clinical volunteers use electronic medical software, and problem solve computer, printer, and network problems to keep the clinic moving. Assisting the medical directors with computer software and ensuring everything they use is functional is a requirement. Experience in medical office or hospital setting or interest in medical career essential.

Candidates must be/have:

- Attention to detail
- Advanced computer skills on Microsoft Windows based platforms
- Some networking knowledge and computer/printer hardware knowledge
- Clear telephone voice
- Excellent intrapersonal skills
- Strong desire to help people and improve the health of our community
- Understanding of medical procedures

Bilingual Spanish desirable but not required

Submit a current resume and cover letter stating why you are qualified and are interested in this position. Include a writing sample and three professional references. Email to julie.oneil@vim-cascades.org with **Referral Coordinator** in the subject line. Applications accepted until the position is filled.

Absolutely no phone calls.

Location: Bend, Oregon

Hours: This is a part-time position (30hrs/wk)

Compensation: DOE

Start date: Anticipated March 1, 2012

Volunteers in Medicine is an Equal Opportunity Employer and Provider.