



To apply for a posted position, please
forward resumé to: applicant@hospiceswmi.org

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Hospice Care of Southwest Michigan, a recognized leader in Southwest Michigan for providing end of life care, is seeking an individual to join our growing organization as a **Medical Records Assistant**. This is a full-time position working primarily Monday – Friday, 9:00am to 6:00pm. One to two weekend days per month will be required as well as occasional holidays. This important role is responsible for maintaining the client record in compliance with all local, federal, and state regulations. Specific responsibilities include:

- Gathering and entering referral and admissions information into the client record
- Preparing, updating, and distributing the hospice census
- Monitoring and processing physician orders in a timely manner
- Supporting coordination of care through sending and receiving client information to and from healthcare partners
- Preparing death certificates
- Preparing discharge and death client records for archived files
- Monitoring and organizing records so that all documents are complete and easily accessible.

Requirements:

- High school graduate or equivalent
- At least one year of training/education in the clerical/business area
- A minimum of one year of previous health care and/or medical secretarial experience
- Types at least 60 words per minute with high level of accuracy
- Experience with multi-line telephones
- Experience with general office equipment

Some of the benefits you'll enjoy:

- Competitive pay
- Generous PTO allowance
- BCBS PPO Medical
- Dental
- Vision
- 403(b) retirement plan with company match

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