

JOB POSTING

The Florida United Methodist Children's Home
Is currently seeking applicants for the following position

Records Specialist

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The Records Specialist is a Quality Assurance / Quality Improvement support position and reports directly to the Vice President of Residential Services. The records specialist supports the Department by ensuring records are kept up-to-date in an organized manner to ensure compliance with FUMCH and other contracting standards. The Records Specialist responds timely to requests for information by alumni, stakeholders, and approved providers while maintaining a high level of confidentiality.

EDUCATION

- Minimum of High school Diploma or GED
- Two years of post- high school business experience/training preferred

QUALIFICATIONS

- Experience working with Medicaid and other public entities preferred
- Strong word processing and spreadsheet application skills in Microsoft Software
- Basic accounting skills
- Good organizational skills
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Filing (change online record keeping – EMR uploading to electronic system)
- Assists clinical staff with internal EMR requests
- Handles all external record releases
- Organizes files for new admissions (EMR)
- Scoring of Trauma Symptom Checklist for therapists
- Maintains active and discharged files (EMR)
- Maintains storage facility; filing, shredding and tracking of clinical documents in line with Medicaid and COA standards
- Data entry
- Prepares files for internal and external audits and reviews (Schedule Quarterly in-house file reviews – prepare reports of results)
- Serves as a back-up for medical transcription
- Assists with BHOS review and compliance
- Auditing all Clinical Documentation to ensure compliance with Medicaid Standards
- Assist Utilization Manager with tracking and auditing billable services and documentation
- Other tasks as assigned by the supervisor

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from groups of managers and committee members.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

JOB POSTING

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES LICENSES, REGISTRATIONS

Valid Florida Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel and talk and hear. The employee frequently is required to walk; reach with hands and arms, stoop, kneel, crouch or crawl. The employee is occasionally required to stand. The employee must frequently lift and move up to 50 pounds. Specific vision abilities required by this job include close vision; color vision and ability to adjust focus in order to properly construct reports, use a computer and color coordinate the monthly Reports.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and will include, but will not be limited to computers, printers, telephones, and normal communication.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources