

EMR (Electronic Medical Record) Data Migration Clerk(s)

Location: Torrance and Manhattan Beach California

Employment Type: Per Diem-Full Time, flexible hours

Job Description:

Medical group seeks EMR (Electronic Medical Record) Data Migration clerk(s) to join and assist a dynamic team of clinical and support staff towards reaching our goal of implementing a new electronic health records system. The EMR Data Migration Clerk(s) will be responsible for chart abstraction and data transfer of patient information from our old EMR (Misys/Tiger) system to the new EMR system (Nextgen). Work is accomplished under general supervision and in collaboration with both the EMR Systems Specialist and Clinic Managers in preparation for and on-going support of the data migration process.

Required Skills:

- Must possess excellent computer skills
- Ability to multi-task while maintaining productivity and efficiency.
- Knowledge of Electronic Medical Record Systems.
- Knowledge of medical terminology to include diagnosis and labs.
- Basic knowledge of over-the-counter and prescribed medications.
- Knowledge of medical billing intake registration
- Ability to employ discretion and confidentiality in sensitive areas.
- Nextgen and or Misys/Tiger experience a plus

Education: High School Graduate or equivalent required. Certified Medical Assistant

Experience:

Minimum three years' experience in a medical office; front office, billing office or back office MA

How to Apply:

Please email a copy of your resume and cover letter to the following three recipients:

ydtoro@physicianservice.org, sroman@physicianservice.org and jbehen@physicianservice.org