



Medical Records Specialist

Job Announcement

WestCoast Children's Clinic (WCC), located in the heart of the Fruitvale District in Oakland, CA, is a non-profit community psychology clinic that has provided mental health services to Bay Area children since 1979. Our mission is threefold: 1) to provide psychological services to vulnerable children, adolescents and their families regardless of their ability to pay; 2) to train the next generation of mental health professionals and; 3) to improve services to children and families by conducting research on the impact of clinical services, and utilizing findings to advocate on behalf of the children we serve.

WCC seeks a skilled **Clinical Records Quality Assurance Specialist** who is dedicated to helping our agency make a difference in the community by playing a critical role in the Clinical Services Department. The Clinical Records Quality Assurance Specialist reviews and ensures the quality assurance of medical records, audit preparation, and serves as a resource for clinical staff around charting, billing and eligibility.

Primary responsibilities:

- Provide detail-focused review of clinical documentation to ensure quality, regulatory compliance and audit-readiness. Maintain all medical records and charts
- Track all aspects of the Medi-Cal process including but not limited to: monthly Medi-Cal eligibility monitoring, setting up Medi-Cal files, coordinating and monitoring dates for quality assurance reviews, and monitoring the thorough completion of all client documentation (e.g., signatures, co-signatures, dates, etc.)
- Provide ongoing training and support to clinicians for documentation, charting, and billing procedures
- Provide administrative assistance to the clinical intake process
- Assist in utilization review and research programs
- General administrative support such as answering and directing calls, assisting clients, and other support tasks
- Additional duties as requested by the Assistant Director of Clinical Services

Minimum Requirements:

- College degree preferred, and/or related administrative experience in a healthcare or human services organization
- Previous experience with Medi-Cal or managed care documentation, billing, and audits preferred
- Ability to learn and adapt quickly, strong attention to detail and ability to maintain confidentiality
- Excellent organizational and computer skills, as well as spoken and written communication skills
- Ability to prioritize projects appropriately and meet tight time deadlines
- Ability to work effectively as a team member and interface appropriately with diverse individuals at all organizational levels, inside and outside of WCC
- Bi-lingual Spanish (spoken and written) preferred

Position Details and Compensation:

This is a full-time, non-exempt position reporting to the Assistant Director of Clinical Services. \$18.00+/- hour depending on experience and Spanish language fluency. Competitive benefits and compensation package, 403(b) and incentive compensation plans.

To Apply: If interested, please use the online submission form found at www.westcoastcc.org/work-here to submit your cover letter and resume describing how you meet these qualifications. Please note that cover letters

are an important part of our applicant review process. It is also helpful to let us know where you saw this posting.

WestCoast Children's Clinic is an equal opportunity employer. We are committed to diminishing the influence of privilege and discrimination in our field and our workplace, whether due to differences concerning age, citizenship, color, disability, marital or parental status, race, religion, gender or sexual orientation.

www.westcoastcc.org

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