



Position Vacancy Announcement

Posted June 14, 2010

www.apalacheecenter.org/PosAvail.htm

www.apalacheecenter.org/Application.pdf

Medical Records Assistant - #2351

Location

Quality Improvement, 2634 Capital Circle NE, Tallahassee, FL 32308

Qualifications

- High school diploma or equivalent.
- One (1) year of full-time clerical experience.
- Medical record keeping experience preferred.

Requirements

- Current and valid driver's license with no more than six (6) points.
- All Apalachee Center, Inc. employees are required to undergo a criminal background check, Department of Motor Vehicles check, employment references check, and drug screening.

Description

- Shift is Monday - Friday, 8:00 a.m. - 5:00 p.m.
- Clerical work performing typing, filing and general secretarial duties.
- Maintain medical files.
- Responsible for providing secretarial and clerical assistance to include typing correspondence, memorandums, forms, reports and confidential information.
- Serve as office receptionist, receiving and routing telephone calls and messages.

Benefits

This position is eligible for medical and dental insurances at 80% paid by Apalachee, group life and long-term disability insurances at 100% paid by Apalachee, and profit sharing plan at 100% paid by Apalachee. Additional benefits available at employee expense are cancer, accident, and short-term disability insurances.

How to Apply

Submit or mail a completed Apalachee Center Employment Application to:

Human Resources Department
2634-J Capital Circle NE
Tallahassee, FL 32308

Faxed applications are not accepted. Resumes, CVs, or other supplemental materials are not accepted in place of a completed Employment Application, but may be submitted in addition to a completed application.

Please notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.