



<https://phoenixvirtualstaff.com.ph/job/medical-records-specialist/>

Medical Records Specialist

Description

We are seeking a detail-oriented and organized Medical Records Specialist to manage the processing, organization, and maintenance of patient medical records. This role is responsible for accurately labeling and uploading medical documents, responding to medical record requests, identifying urgent clinical documents, and ensuring patient records remain complete, accurate, and HIPAA compliant.

Responsibilities

- Process, review, label, and upload incoming medical records into the Electronic Medical Record (EMR) system.
- Organize and maintain accurate patient medical records and documentation.
- Respond to internal and external medical record requests while ensuring compliance with HIPAA and organizational policies.
- Identify urgent or time-sensitive clinical documents and promptly escalate them to the appropriate provider or clinical staff.
- Verify patient information and ensure documents are filed in the correct patient chart.
- Maintain accurate documentation of all medical records activities.
- Collaborate with providers, clinical staff, and administrative teams to resolve documentation issues.
- Ensure confidentiality and security of patient health information at all times.

Qualifications

- Minimum of 2-years of experience in medical records, healthcare administration, or a related medical office role.
- Experience using Electronic Medical Record (EMR) systems.
- Knowledge of medical terminology and HIPAA regulations.
- Strong attention to detail, organizational, and time management skills.
- Excellent written and verbal communication skills.
- Ability to work independently while managing multiple priorities in a fast-paced healthcare environment.

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Job Location

Remote work possible

Date posted

July 1, 2026