

Are you known for your keen eye for detail and remarkable memory? Are you self-motivated and excel at managing documentation? Do you live in the Bloomington-Normal area? If so, we might be the perfect fit.

We're looking for a Part Time Medical Records Specialist to join our team. We're a personal injury law firm and we help people get their lives back after they've been hurt. Protecting our clients is our top priority, and every person on the team plays an important role in doing just that. How do you fit in? As a Medical Records Specialist, you will be a critical part of ensuring the smooth flow of medical information within our practice.

What will you be doing?

Owning the process of obtaining medical billing and records for our clients. Utilizing services like ScanSTAT, CIOX and ChartSwap to ensure the timely receipt of records.

Creating a systematic tracking system to monitor and manage all outstanding inquiries.

Proactively following up on all pending medical bills and records.

Creating reports that document treatment timeline, medical providers and associated charges.

Adhering to strict HIPAA rules and guidelines to safeguard the confidentiality of our clients.

Conducting thorough reviews of medical records and health insurance claim ledgers to identify any additional medical providers involved in the treatment process.

What qualifications do you need?

You need to have strong attention to detail and a great memory.

You need to know your way around the MS Office Suite of programs.

You need to handle all confidential and sensitive information with discretion.

You need to be a great communicator with a positive attitude.

You need to be a team player and work collaboratively.

You should be a self-starter and work well without direct supervision.

It helps if you're a pro at Adobe Acrobat or similar PDF editing software.

What you can expect from us.

Good pay. We value your time and talent; our pay structure proves it.

Solid benefits. Our part time team members enjoy a retirement plan with company match, a cell phone stipend, and life insurance.

Generous PTO (yes, even for part time team members!). Taking time to recharge is important. We want you to be happy.

Co-workers you deserve. We're a team. We support and empower each other.

A flexible work environment. We promote hybrid schedules to maximize productivity.

Opportunities to grow. We want you to build your career with us.

Meaningful work. We help people every day and it makes work that much better.

Still interested? Apply today by sending your resume and cover letter to karen@onwardinjurylaw.com and someone will get back with you.

Onward Injury Law is an equal opportunity employer. We celebrate diversity and welcome candidates from all backgrounds to apply.

Job Type: Part-time

Salary: \$18.00 per hour

Expected hours: 20 – 25 per week

Benefits: 401(k), 401(k) matching, Paid time off

Schedule: Monday to Friday

Work Location: Hybrid remote in Bloomington, IL 61701