**Who We Are**

Collaborative. Respectful. A place to serve clients and enjoy work/life balance. These are just a few words that describe what life is like at **Bailey & Galyen.** As one of the leading consumer law firms, Bailey & Galyen is growing through our incredibly talented and diverse team members who are committed to total client satisfaction. At Bailey & Galyen, we cultivate an environment where all team members are provided with the resources and support needed to produce their best work.

**Who We're Looking For**

Bailey & Galyen is looking for a Medical Records Clerk who is responsible for reviewing and comparing medical records, some client interaction, drafting letters, filing and other clerical responsibilities. The ideal candidate will be detailed oriented, self-motivated, and proficient in Microsoft Office.  Schedule hours are primarily 8a-5p, Monday – Friday.

**What You'll Be Doing**

* Responsible for sorting and maintaining electronic and or hard copies of charts and/ or medical report forms.
* Finalizes completed charts by confirming all records are included and consolidates charts as needed to ensure no duplicates or unnecessary documents are stored.
* Performs clerical duties such as typing, filing, emailing, and proofreading as required.
* Protects examinee rights by always maintaining confidentiality of personal and financial information and in accordance with HIPPA regulations.
* Perform other duties as assigned.

**What You Bring**

* Dedicated, strong team player
* Organized and detail-oriented
* Must be able to work alone and in a team
* Able to perform under tight deadlines
* A minimum of one-year related experience; or equivalent combination of training and experience.
* Must possess complete knowledge of **general computer**, fax, copier, scanner, and telephone
* Must be knowledgeable of multiple software programs, including but not limited to**Microsoft Word, Outlook, Excel, and the Internet.**
* Must have a full understanding of **HIPAA regulations** and compliance.
* Must be able to maintain confidentiality.
* Must possess the ability to manage change, delays, or unexpected events appropriately.
* Strong command of the English language, Spanish is an asset

**What We'll Bring**

* During your interview process, our team can fill you in on all the details of our industry-leading benefits and career development opportunities. A few highlights include:
* A work environment built on teamwork, service, and respect
* Professional growth and development programs to help advance your career
* Comprehensive health care and wellness plans for your entire family
* Generous paid holidays, paid sick time and vacation
* Referral services related to prenatal services, adoption, childcare, eldercare, and more
* Medical, dental, vision, 401k
* Invaluable industry knowledge and mentoring
* Promotion opportunities and training in career path
* Invaluable industry knowledge and mentoring
* Gain experience in Microsoft Servers and VOIP phone systems
* Learn about high end networking

**Physical Requirements:**

* Prolonged periods sitting at a desk and working on a computer
* Must be able to lift up to 25 pounds at a time
* Must be able to travel to offsite assignments
* Ability to differentiate wire and cable colors as well as various audible tones

**Belonging at Bailey & Galyen**

Our success begins and ends with our people. We embrace and celebrate diverse perspectives and value unique individual contributions and experiences. We believe each team member has an important role in the ongoing success of the firm. We are proud to be an equal opportunity employer that celebrates the diversity of the communities where we live and do business. We foster a culture of belonging, mutual respect, teamwork, and empowerment.

Bailey & Galyen provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.