

EMPLOYER INFORMATION

COMPANY NAME

Community Council of Idaho
315 Happy Day Blvd, Caldwell Idaho
Job site: Idaho Falls
(208) 454-1652

EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Betty Soliz at vsoliz@ccimail.org

POSITION INFORMATION

POSITION NAME

Technical Records Specialist (Community Family Clinic) Idaho Falls

Provide medical records support:

- Word processing
- data processing and input
- copying
- e - filing
- Faxing
- Scanning
- take and forward phone and electronic inquiries
- provide information
- refer inquiries to proper recipients
- Prepare, receive, and route incoming/outgoing referrals
- Stock exam rooms
- Order supplies and materials
- Pre-authorize insurance benefits, medication and procedures
- Translate for non-English speaking clients
- Knowledge of English grammar, spelling, punctuation, and composition
- Knowledge of medical terminology
- Manage multiple priorities, meet tight deadlines, pay close attention to detail, and remain calm under pressure
- Maintain standards of confidentiality of CC Idaho clients and records
- Perform all work duties and activities in accordance with CC Idaho policies, procedures, and safety practices

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Ability to read, speak, and write in both English/Spanish in a business setting
- Ability to operate standard office equipment and be proficient in Microsoft Office applications
- Current driver's license and proof of auto insurance

Must pass a background check

SALARY/ WAGE RANGE

\$16.50/hour

EMPLOYMENT TYPE

Full-Time

CLOSING DATE

08/21/2026

APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

Click the following link:

<https://www.paycomonline.net/v4/ats/web.php/portal/2320EFF4A67F4483446063C86F25938E/jobs/196394>

ADDITIONAL INFORMATION

None