



1222 North Drive, Mt. Pleasant, MI 48858 • Ph: (989) 772-2957 • Fax: (989) 772-3669 • Website: mcf.isabellacounty.org

Full Time Medical Records Clerk/Receptionist

Isabella County Medical Care Facility, a five-star rated, skilled nursing facility that is home to up to 100 residents, is seeking a full-time Medical Records Clerk/Receptionist to join our resident centered team. The successful candidate's primary duties include maintaining Facility medical records in accordance with federal, state, & local laws and established policy/procedure and providing excellent customer service as the receptionist in our fast-paced business office. Must be computer proficient, detail oriented and able to handle multiple priorities. Prior experience with medical records and/or medical assistant/health information management preferred. Full-time position with competitive wage. Excellent benefit package including medical, dental, vision, prescription, 401A retirement plan, and life insurance. Apply online at mcf.isabellacounty.org or in person at Isabella County Medical Care Facility, 1222 North Drive, Mt. Pleasant, MI. 989-772-2957. EOE.