



### **JOB OPPORTUNITY**

**Job Title:** Medical Records Assistant  
**Reports To:** MDS Coordinator  
**Job Location:** Seattle, WA  
**Hours/Schedule:** Full-time

### **JOB DESCRIPTION**

The position assumes the responsibility and accountability as an assistant to the MDS coordinator for maintaining clinical records and the record filing systems of the facility and assuring the system follows the established professional standards and practice; and meeting all standards as defined by applicable Washington State rules and regulations.

### **ROLE AND RESPONSIBILITIES**

The role of medical records assistant is to work with MDS Coordinator and ward clerks from each nursing station to ensure all resident medical records are kept timely and properly for admission, daily operation and billing retrieval.

- Assist with medical recorded related tasks in accordance with HIPPA compliance
- Assist with preparing admission and discharge packages and related tasks as assigned
- Assist with MDS related tasks including entering MDS onto the computer, printing RAPs and Triggers Reports and filing in the clinical reports
- Assist with maintaining the Medical Record Office in an organized and professional manner
- Perform other duties as assigned by MDS coordinator and DNS

### **MINIUMN QUALIFICATIONS**

- AA degree. Knowledge in health care related field
- One year of experience in a geriatric care setting is preferred
- Good communication, organization and computer skills
- Able to work well with a diverse population
- Uphold the standards and principals of nursing practice, technology literate, problem solving and organizational skills, passion for senior care, ability to lead and collaborate with team members are essential part of the core practice
- Good English written and verbal communication skills a must; a secondary conversational Asian language highly desired

**WORK ENVIRONMENT & PHYSICAL REQUIREMENT:** The role resides primarily inside a temperature controlled facility with occasional outside travel as need arises. Frequent full range of motion used such as standing, sitting, walking, lifting, manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, IV equipment, various machines & monitoring devices, and wheelchairs. The role requires standing, sitting, walking, pushing, pulling, ascending and descending stairways, full range of motion, occasional squatting, ability to lift weight up to 25-50lbs with hands.

**TO APPLY:** Please send resume to Hiring Manager via [staffing@kinon.org](mailto:staffing@kinon.org). Only qualified individuals being considered will be contacted for an interview.

### **ABOUT KIN ON**

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honors, supports, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Assisted Living Facility, Adult Family Home, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.