

# NUESTRA CLINICA DEL VALLE

ADMINISTRATIVE OFFICES  
P.O. BOX 1689 PHARR, TEXAS 78577  
956/787-8915

## EMPLOYMENT OPPORTUNITY-11/17/2017

**JOB TITLE:** MEDICAL RECORDS SUPERVISOR

**WORKSITE:** SAN JUAN CLINIC OR ASSIGNED

**DEADLINE:** UNTIL FILLED.

### **PURPOSE OF POSITION:**

Supervises day to day activities of NCDV Medical Records Department.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Certificate or associate degree in health information technology preferred.  
Working knowledge of medical office procedures, including billing/collections.  
ICD-10, CPT coding experience required.  
Supervisory experience required.  
EMR experience with strong technical skills to use medical coding software and NCDV health information system.  
Computer literate.  
Good customer service skills.  
Effective bilingual (English/Spanish) communication skills.

For additional information, contact the HR Department.

**NCDV is an Equal Opportunity Employer and Provider**

1200 E. Santa Rosa / P.O. Box 355  
Edcouch, TX 78538  
956-262-1363

1500 First Street  
Mercedes, TX 78570  
956-565-3191

1005 St. Marie / P.O. Box 1869  
Mission, TX 78572  
956-580-3303

4800 S. 24<sup>th</sup> St.  
McAllen, TX 78503  
956-971-0255

1203 E. Ferguson  
Pharr, TX 78577  
956-787-0787

301 S. 17<sup>th</sup> St.  
Donna, Texas 78537  
956-464-5809

300 N. 86<sup>th</sup> St  
San Carlos, TX 78539  
956-287-8850

330 W. Dawes  
Alton, Texas 78572  
956-581-7585