

The background image shows the Modoc Medical Center building on the left, which has a sign for 'EMERGENCY' and 'MAIN ENTRANCE'. To the right is a white ambulance with 'MODOC MEDICAL CENTER' written on its side. The title 'MODOC MEDICAL CENTER' is written in large, stylized, orange-outlined letters across the top, and 'Job Announcement' is in large, bold, white letters with a blue outline below it.

MODOC MEDICAL CENTER

Job Announcement

Join a Team That Lifts You Up. Live a Life That Fulfills You. Discover What Modoc County Has to Offer.

MEDICAL RECORDS DIRECTOR

Full-time | Exempt | On-site
Wage: Dependent on Experience

Modoc Medical Center (MMC), a rural critical access hospital, is seeking an experienced Medical Records Director to oversee all health information functions and staff. This leadership role ensures timely and accurate medical record management, supports compliance with state and federal regulations, and safeguards patient confidentiality across acute, pediatric, and skilled nursing services. Join a dedicated team committed to quality patient care and professional growth.

Responsibilities

- Manage daily operations of the Medical Records Department and supervise staff
- Ensure timely completion, filing, and retrieval of medical records
- Oversee coding, census, and reporting functions within the revenue cycle
- Maintain compliance with HIPAA and state/federal documentation standards
- Respond to record requests and ensure quality control of documentation
- Support policy updates, performance improvement, and survey readiness

Qualifications

- High school diploma or equivalent required; RHIT or coding certification preferred
- Minimum five years of health information management experience in a hospital setting
- Proficiency with Microsoft Office and electronic health record systems
- Knowledge of medical record requirements for acute and skilled nursing facilities
- Strong leadership, organizational, and communication skills
- Ability to foster a positive, collaborative team environment

Benefits

- Relocation Assistance up to \$5,000 for eligible applicants
- Comprehensive Insurance Package: Medical, Dental, Vision, Life & AD&D
- Retirement: 457(b) plan with employer match & LIUNA Pension
- Work-Life Perks: PTO, EAP, longevity bonuses, & uniform allowance
- Education & Discounts: Tuition assistance + free care for employee/dependents after insurance

Apply Online at www.modocmedicalcenter.org

Modoc Medical Center Human Resources Department
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