



Medical Record Coordinator

Reports to: Medical Care Coordinator

Time Commitment:

This is a position that is done from the comfort of your own home. The time commitment varies, but the average is 4-5 hours a week. We are asking for a 6 month commitment of this position.

Duties:

- Review and analyze medical records within 24 hours of receiving
 - Upload medical records into Petestablished
 - Create medical records in Petestablished as needed
 - Update medical checklist in Trello cards
- Ensures all medical records are received from our veterinary partners
- Checks the vet work email daily

Qualifications:

- Must have a love for animals and a passion for making a difference!
- Positive attitude that will make working with a team fun!
- Good communication skills, we are expecting weekly communication with the team.
- Basic computer skills as this job is done from home on a computer
- Must have a general understanding of basic animal medical terms

Additional Information:

We have a lot of goals and plans for this year and we need a solid medical care for our animals to make it happen so we are expecting our Medical Record Coordinator to tend to all of these duties very diligently like any paid position. We are hoping that you can help us in achieving our goals and making a BIG difference in the lives of homeless pets!

If you are interested in this volunteer position, please email info@demisanimalrescue.com letting us know why you are interested and why you feel you would be a good fit.