Internshipstoo.online

https://www.internshipstoo.online/job/loma-linda-university-medical-center-murrieta-jobs-medical-records-coordinator-los-angeles-ca-usa/

Loma Linda University Medical Center Murrieta Jobs — Medical Records Coordinator — Los Angeles, CA, USA

Description

Work in hospital health information often involves responsibilities associated with a Medical Records Coordinator, an option for anyone researching Loma Linda University Medical Center Murrieta in Los Angeles, CA, USA. Day-to-day responsibilities range from indexing clinical records and referrals to resolving incomplete patient document files, depending on team priorities. People with experience in health records and confidentiality can apply those strengths to this career area.

Responsibilities

- Index clinical records and referrals.
- Resolve incomplete patient document files.
- Handle sensitive information carefully and coordinate follow-up with relevant teams.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with health records and confidentiality.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in health records, academic projects, or related service work provides useful preparation for medical records coordinator responsibilities.

Skills

health records, confidentiality, document indexing, communication, organization, accuracy

Career Information

Explore the Loma Linda University Medical Center Murrieta official website for organization and career information.

Hiring organization
Loma Linda University Medical Center Murrieta

Employment Type

Industry
Hospital Health Information

Job Location
Los Angeles, CA, United States

Date posted
November 15, 2026

Valid through
2026-11-22