

Medical Records Data Entry Clerk – Remote – \$20-\$21/hour

Description

Trustpoint.One posted a remote contract opening for a Medical Records Data Entry Clerk supporting case information and record handling for a legal services client. The position focuses on confidential medical records and CRM-based case data, so it is best suited to applicants who have worked with such documents before.

Pay: USD \$20-\$21/hour. The advertised schedule is **Monday-Friday, 9:00 AM-6:00 PM Eastern Time**, and the contract was expected to continue through the end of 2026.

Important: The company job URL found in search results was unavailable at the latest check. This imported record is a draft for manual review; confirm the vacancy is still open before publishing.

Responsibilities

- Enter and update claimant and case information in CRM or case-management platforms.
- Check medical records and supporting documents for accuracy and completeness.
- Organize electronic case files and keep records current.
- Process a high volume of entries without sacrificing accuracy.
- Flag missing or inconsistent information to the appropriate team.
- Handle protected and confidential information with discretion.

Qualifications

- At least one year of data entry or data management experience.
- Previous experience working directly with medical records is required.
- Experience using a CRM platform is required; Litify or Salesforce is preferred.
- Proficiency with Microsoft Office and electronic record systems.
- Strong organization, accuracy and communication skills.
- Ability to work Eastern Time business hours and sustain extended computer work.

Experience

1+ year of relevant data entry/data management, with hands-on medical records and CRM experience required.

Skills

- Medical records data entry
- CRM and case management systems
- Salesforce or Litify (preferred)
- Confidential information handling
- Document accuracy and Microsoft Office

Hiring organization

Trustpoint.One

Employment Type

Contractor

Duration of employment

Temporary contract; expected through December 2026

Industry

Legal Services / Healthcare Records

Job Location

Remote, United States
Remote work possible

Working Hours

Monday-Friday, 9:00 AM-6:00 PM Eastern Time.

Base Salary

20

Date posted

October 8, 2026

Job Benefits

Pay: USD \$20-\$21/hour depending on experience.

Arrangement: Fully remote contract; Monday-Friday Eastern Time schedule. The advertised contract was expected through December 2026. Other specific benefits were not disclosed.

How to Apply

Apply through the source listing: [Check Trustpoint.One current job openings](#). Please verify the job is still open and that you meet its location requirements before applying.