



Your Life. Our Mission.

New England Life Flight, Inc.
Personnel Policies

I. POSITION MATRIS DATA ENTRY CLERK (Part-time)

II. PRIMARY PURPOSE

Under the direction of the Director of Administration, performs direct data entry of information into the Massachusetts (DPH) Ambulance Trip Record Information System (MATRIS) user interface. Professional attitude, good judgment, and high ethical standards are required. Additional tasks or duties may be assigned.

III. ESSENTIAL DUTIES

- Read and understand ambulance trips records at a critical care level.
- Quick and accurate entry of information from patient record into web-based MATRIS user interface.
- Organizes and submits weekly report of trips entered.
- Available to attend meetings and provide feedback relative to BMF's patient care report and MATRIS.
- Transfer data from written records and paper formats via computer or scanner.

IV. POTENTIAL DUTIES

- General errands requiring own transportation
- Various other administrative duties as assigned

V. MINIMUM QUALIFICATIONS

- Maintenance level of medical terminology
- Maintenance level knowledge of HIPAA and privacy rules
- Knowledge of FAX, photocopying, e-mail and computer systems. (e.g. Word, Excel, internet browsers)
- Proficient typing skills.
- The ability to maintain a high level of confidentiality
- Strong interpersonal and communication skills
- Must be able to speak, read, write and comprehend the English language without restriction
- Must be a self-motivated individual willing to take initiative and able to function with minimal supervision

VI. NOTES

An FBI and a Mass CORI background check will be performed prior to employment.
This is a part-time, 24 hours/week position.

How to Apply:

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager
Boston MedFlight
Robins Street, Hangar 1727
Hanscom Air Force Base
Bedford, MA 01730

For More Information

Please visit our website to get more information about current job opportunities and our program.

www.bostonmedflight.org

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