

WORK VAPOR

Job Link: <https://workvapor.com/jobs/medical-records-bills-coordinator-232657/>

HIRING ORGANIZATION

Flanagan Law

EMPLOYMENT TYPE

Part-time

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 10/26/2026

MEDICAL RECORDS & BILLS COORDINATOR

BASE SALARY

USD 23 - USD 30

DESCRIPTION

Job Role: Medical Records & Bills Coordinator

Company: Flanagan Law

Location: Colorado

Work Mode: Fully Remote

Pay: \$23 per hour

Employment Type: Part-time

Expected Hours: 20 hours per week

Benefits: Referral program

Application Deadline: November 6, 2026

HR Contact Email: Samantha@flanagan.law

About the Company

Flanagan Law is a woman-owned personal injury law firm. It helps people in Colorado who have been injured in car accidents.

The firm focuses on client care and personal service. It also donates a portion of its settlements to charity.

Job Overview

Flanagan Law is hiring a Medical Records & Bills Coordinator. This is a fully remote, part-time position.

You will collect medical records and bills for clients. You will also verify medical balances and lien amounts. Your work will help ensure accurate settlement calculations.

Key Responsibilities

1. Medical Records Management

- Request medical records from hospitals and clinics.
- Contact imaging centers and medical specialists.
- Follow up on outstanding requests.
- Ensure records are accurate and complete.
- Track requests and meet deadlines.

2. Medical Bills and Payments

- Request bills from all treating providers.
- Verify outstanding medical balances.
- Confirm medical lien amounts.
- Review billing information for accuracy.
- Investigate and resolve discrepancies.
- Ensure records are complete before settlement.

Required Qualifications

- Experience in a medical office or law firm.
- Experience in insurance or healthcare administration is also relevant.
- Familiarity with medical lien processes.
- Knowledge of medical terminology.
- Understanding of provider billing practices.
- Strong attention to detail.
- Clear written and verbal communication.
- Ability to manage multiple requests.
- Good time management skills.
- Ability to work independently with minimal supervision.
- Comfortable working in a remote environment.

Technical Skills

- Proficiency with email.
- Familiarity with Clio case management software.
- Ability to use standard office software.
- Willingness to learn new systems when needed.

Salary and Benefits

- Pay is \$23 per hour.
- Part-time schedule of around 20 hours per week.
- Fully remote work within Colorado.
- Referral program.
- Direct access to firm leadership.
- Opportunity to support clients during their recovery.

Work Environment

This position is fully virtual. You can work from anywhere in Colorado.

You will work closely with the team. Accuracy and timely follow-up are important. Your work will help protect clients' interests during settlement.

How to Apply

Send your resume and a brief note explaining why you are a good fit. Keep your note to one paragraph or less. A formal cover letter is not required.

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Deadline: November 6, 2026

Apply Online: [Apply Now](#) – Medical Records & Bills Coordinator