

POSITION **Medical Records Clerk**

REPORTS TO **Patient Accounts Manager**

JOB SUMMARY This position assists the coordinator in procuring and maintaining the health information for the clinic. This position scans patient records and correspondence and assists in procuring the records and necessary information prior to the patient being seen for an appointment. Ongoing work provides interaction with patients, physicians and other staff within the organization.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Education and/or knowledge of health information services and systems.
- Good clerical skills.
- Education and/or training with computers.
- Organized, detailed and deadline-oriented work habits.
- Ability to keep information confidential and act with discretion.
- Ability to work with physicians and other staff in the safekeeping and maintenance of health records

DUTIES AND RESPONSIBILITIES

1. Provides quality care for all patients, directly or indirectly.
2. The employee is viewed by others as cooperative, promotes teamwork, and performs other duties as determined by the clinic. Resolves conflict through use of tact and diplomacy.
3. Keeps abreast of schedule changes by each physician.
4. Reviews patient records in SRS to insure current, complete, and legible. Responsible for scanning chart notes and various documents, forms, and correspondence.
5. Sorts and distributes correspondence from other medical clinics and insurance companies to physicians or other areas as appropriate.
6. Responsible for sorting and routing mail, orders pop and coffee supplies, fills pop fridge.
7. Releases health info in accordance with the Release of Information Policy, practicing strict confidentiality.

8. Responsible for daily checks on patient charts, looking for missing charts.
9. Miscellaneous duties as assigned by Medical Records Coordinator or Practice Administrator.
10. The employee arrives at work on time each scheduled day of work and completes their assigned shift/schedule unless excused or released by the supervisor. Personal time use is kept within the guidelines as set forth in the policy manual.

Job duties of this position are not anticipated to involve exposure to blood or body fluids and performance of Category 1 and Category 2 tasks, as defined by the Clinic Exposure Control Plan, are not a condition of employment.

JobDescriptions/MedRecClerk
Developed 01/92
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