



## JOB DESCRIPTION

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**Job Title:** Medical Records Clerk

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**General Summary of Duties:** Retrieving and reconciling medical records. Contributes to the company's mission, vision, and values by maintaining facility's medical records and ensuring completeness and accuracy of files.

**Supervisor:** Practice Manager

**Closing Date:** February 25, 2019

**Contact:** Kelsie Thompson 801-359-2256 Ext. 144

**Apply:** jobs@schc.net

**Major Responsibilities/Tasks:**

1. Collects, processes, files, maintains, stores, retrieves, and distributes medical records according to clinic policies and procedures.
2. Handles collection, response, and final filing in medical record of all appropriate correspondence.
3. Ensures medical records filing is up to date.
4. Maintains and controls the release of information to authorized persons only within mandated time frame.
5. Marks and obtains all necessary signatures to complete chart, including contacting physicians regarding necessary signatures/reports.
6. Obtains all missing chart contents needed to complete medical record.
7. Adheres to established procedures for cross-referencing and indexing medical records.
8. Attaches patient records to the appropriate files.
9. Ensures confidentiality of medical records are upheld, including HIPPA.
10. Other duties as assigned.

**EDUCATION:** High School Diploma or GED required.

**EXPERIENCE:** Minimum (1) year of experience in a medical office setting highly preferred or (1) year experience working with privacy laws.

**REQUIREMENTS:**

1. CPR Certified

**KNOWLEDGE, SKILLS, & ABILITIES:** The jobholder must demonstrate current competencies applicable to the job position.

1. Knowledge in computers and regulatory compliance.
2. Knowledge of medical terminology.
3. Ability to adapt to change in environment, work structure/processes, or requirements.

4. Ability to work with minimum supervision.
5. Ability to communicate clearly, proactively, and concisely.
6. Ability to use printer and copier.
7. Ability to work in a fast-paced environment.
8. Skills in customer service and organization.
9. Skills in time management.
10. Skills in listening.

**PHYSICAL/MENTAL DEMANDS:**

Standard office equipment with emphasis on telephone and computer hardware/software. Normal office environment. Infrequent contact with patients. This job requires prolonged sitting, some bending, stooping and stretching. It also requires eye-hand coordination and manual dexterity enough to operate a keyboard, photocopier, telephone, calculator, and other office equipment. Requires normal range of hearing/eyesight/voice projection to record, prepare, and communicate appropriately. Most work is performed in an office environment; however, routine clinical operations monitoring may involve exposure to infectious, communicable diseases and hazardous materials, waste gases and blood and body fluids. Frequent exposure to water and chemicals used in disinfection/sterilization process. Exposure to noisy equipment. The job requires significant travel.

**PHYSICAL DEMANDS/WORKING CONDITIONS, ESSENTIAL FUNCTIONS:**

✓ Manual Dexterity	✓ Repetitive arm/hand movements
✓ Sitting for long periods of time	✓ Exposure to communicable diseases
✓ Sight Acuity – far, near, depth perception	✓ Exposure to blood borne pathogens
✓ Ability to work under stress, or in emergency situations	✓ Sight Acuity – far, near, depth perception
✓ Hear alarms/telephone/tape recorder	✓ Exposure to blood borne pathogens