

MEDICAL RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs various clerical functions necessary for the receipt, identification, storage, processing, maintenance, and issue of medical records. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Checks records to see that Laboratory reports, x-rays, permits, and operation reports are contained in the record and are in order;

Prepares deficiency list of missing items;

Advises supervisor of records requiring follow-up for documentation from attending physicians and house staff;

Inserts medical reports and correspondence in patients' charts;

Checks names of patients being admitted and assigns a new medical record number when necessary;

Enters information from medical records into an automated information system;

Files medical records using the terminal digit filing system;

Pulls medical records for out-patient and in-patient admission studies, reviews, audits and completion. Requests are received via telephone, computer printout, lists, walk-ins, etc.;

Performs medical record maintenance, including purging, shifting, packing, logging, etc., on an ongoing basis;

Transfers medical records from main Health Information Management Office to off site storage area on WMC campus;

Replies to requests for release of medical information ensuring all required time frames for disclosure are met;

Pulls incomplete records and delivers to physician's offices for completion;

Keeps records of charts sent and date returned;

Delivers notification letters to physicians regarding deficient/delinquent medical records and follows up with reminder telephone calls.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of modern office practices and procedures, including clerical operations and filing systems; familiarity with medical terminology and anatomy for proper spelling and identification of diagnoses; ability to communicate effectively both orally and in writing; ability to systematize records and files using established procedures; ability to follow instructions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; tact; courtesy; neatness in work and appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and one year of office clerical experience.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for the above stated experience.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.