

SENIOR MEDICAL RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Supervisor - Medical Records, an incumbent in this class is responsible for organizing, assembling and maintaining medical records and charts, reviewing them for accuracy and completeness in accordance with established hospital policy and practice. Work involves abstracting and analyzing information from medical records and coding and entering data on hospital-wide computer systems. Supervision is not a typical responsibility, however, directing clerical staff in the filing or retrieval of charts may be exercised. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Organizes, assembles and maintains the contents of medical records in accordance with prescribed procedure and ensures completeness of patients' files;

Analyzes medical records to ensure that all required information is documented and notes deficiencies for missing data to be completed by attending physicians or other staff;

Enters data such as diagnosis, treatment, admitting and discharge dates, length of stay, etc. on hospital-wide automated information system for retrieval by any hospital division;

Controls the retrieval and return of medical records to the file room;

Prepares and records material subpoenaed for court hearings and trials, and follows up to ensure their return to the central file room;

Abstracts information from medical records to compile reports and statistical information, as assigned;

Contacts other hospital personnel for missing information or clarification to ensure accurate and complete documentation;

Files, copies and performs related clerical duties for the maintenance of an effective medical records system;

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: Good knowledge of medical terminology; working knowledge of the principles of the unit medical record system and its operation; familiarity with phonetic, alphabetic and numeric filing systems; ability to categorize information; ability to understand and carry out complex oral and written directions; ability to work effectively 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; reliability; resourcefulness; initiative; accuracy; thoroughness; neat personal appearance; good memory; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and two years of experience where the primary function of the position was working with medical records in a health care setting.

SUBSTITUTIONS: College education in medical records or a biological science involving medical terminology may be substituted at the rate of 30 credit* for one year of the above experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level 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.

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Job Group: VI