



POSITION DESCRIPTION

DEPARTMENT: **HEALTH INFORMATION**

POSITION: **MEDICAL RECORDS CLERK/ADMISSIONS**

PAYROLL: **NON-EXEMPT**

INTRODUCTION: The purpose of this Position Description is to outline the summary of duties, reporting relationships, qualifications, experience, duties, responsibilities and working conditions for the position of Medical Records Clerk, at Grover C. Dils Medical Center.

SUMMARY:

- A. Maintains medical record charts of in-patients and out-patients of the hospital and long term care units to ensure accuracy and completeness for:
 - 1. The patient for future illness or other need.
 - 2. The hospital for compilation of statistics and measurement of outcome of treatment.
 - 3. The physicians for reference in treating future illnesses and medical/legal uses.

REPORTING RELATIONSHIPS:

- A. Reports to and is assigned duties and responsibilities by the Director of Business Services.

QUALIFICATIONS:

- A. High school graduate or equivalent.
- B. Proficiency in typing and medical terminology necessary.
- C. Accreditation in Medical Records desirable, but not necessary
- D. Accuracy and attention to detail essential.
- E. Must be able to work independently and organize time efficiently.
- F. Must maintain confidentiality of patients' information and exercise diplomacy in protecting patients from violation of privacy.
- G. Must work effectively with professionals, co-workers and the public.
- H. Must be able to work under pressure with frequent interruptions.
- I. Must have considerable initiative and judgment to collect and analyze medical record data.
- J. Must be able to evaluate medical information and recognize needs for improvement or adaptation of existing systems and effecting changes.
- K. Good vision and auditory acuity to ensure personal safety.
- L. Clear speech.
- M. Manual dexterity.

- N. Eye/hand coordination.
- O. Reading and vocabulary abilities.
- P. Use of upper extremities.
- Q. Maturity and good character.
- R. Tact and diplomacy in dealing with staff, patients and the public.
- S. Ability to concentrate on details.
- T. Dependability. Attendance is a critical part of the job.
- U. Is an "ON CALL" employee. Alternates and takes call for emergency room, and admissions as required and scheduled.

EXPERIENCE:

- A. Experience in medical records preferred.

DUTIES AND RESPONSIBILITIES:

- A. Maintains and cares for all medical records of the hospital.
- B. Maintains patient's indices, admission and discharge records, and current census.
- C. Assures that all medical records are complete, timely and in permanent sequence.
- D. Fill in for admissions as needed and take call
- E. Maintains record of patients stay for recertification of patient for continuation of stay.
- F. Reviews and analyzes records to ensure internal consistency and completeness.
- G. Releases information to individuals or agencies in accordance with hospital regulations and status of privileged communications.
- H. Conducts vital statistics and morbidity reporting.
- I. Works under supervision of Director of Business Services performing duties in an area where procedures are standardized, but where frequent independent decisions are required.
- J. Obtains necessary signatures on laboratory and x-ray reports, electrocardiograph tracings, interpretations, pathology or other reports to complete record.
- K. Develops good interdepartmental relationships.
- L. Participates in in-service education as related to medical records.
- M. Complies with all Federal and State Regulations.
- N. Adheres to the dress code of the facility and the department, with regard to infection control.
- O. Performs other reasonably related duties as assigned by Medical Records Director.
- P. Excellent Customer Service.
- Q. Covers time off, lunch periods for co-workers.

WORKING CONDITIONS:

- A. Work posture requirements:
 1. Rarely: Driving, Crawling, Climbing, and Throwing.
 2. Occasionally: Bending/Waist, Crouching/Squatting, Kneeling, Twisting, and Balancing.
 3. Frequent: Standing, Walking, and Reaching.
 4. Constant: Sitting
- B. Dexterity Requirements: Fingering (picking, fine movements), Handling (holding, grasping), Wrist Motion (repetition, flexing, rotation), and Feet (foot pedals).

- C. Carrying Requirements: Items carried (files), Distance (10-200 feet), Times/Day (multiple), How Carried (by arms close to body), Average Weight (more than 10 pounds), Maximum Weight (25 pounds) and Items Carried on Person (pens, and personal items).
- D. Lifting Requirements: Items Lifted: (files), Average Weight, variable (more than 10 pounds), Maximum Weight (Variable, 25 pounds), Times/Day, (multiple), and Lifting Levels (floor, knee, waist, chest, and overhead.)

The hospital reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this Position Description at the employer's sole and absolute discretion.

In compliance with applicable disability laws, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Is there anything that would keep you from meeting the position duties/requirements as outlined above? Yes _____ No _____

If "Yes", please explain: _____

I HAVE READ AND HAD THIS POSITION DESCRIPTION EXPLAINED TO ME. I HAVE RECEIVED A COPY AND UNDERSTAND THE ORIGINAL SIGNED COPY WILL BE PLACED IN MY PERSONNEL FILE.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

