

Job Description



Position Title: Medical Records Technician I
Supervises: None
Reports To: COO
Written by: Human Resources Department

Department: Clinic
FLSA: Non-Exempt
Effective Date: 9/16
Salary Grade: 5
Approved by: CEO

General Summary:

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

Essential Duties: (*Essential Functions)

- Protect the security of medical records to ensure that confidentiality is maintained
- Review records for completeness, accuracy, and compliance with regulations
- Retrieve patient medical records for physicians, technicians, or other medical personnel
- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software
- Process patient admission or discharge documents
- Transcribe medical reports
- Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer
- Identify, compile, abstract, and code patient data, using standard classification systems
- Release information to persons or agencies according to regulations.
- Attendance and punctuality is essential in order to provide quality of care to patients, face-to-face interaction with patients, and to work with provided healthcare equipment collected at clinics

Other Responsibilities:

- Follows all SCFHC policies and procedures
- Other duties as assigned

Job Specifications: (Knowledge, skills, abilities and experience normally required for competent performance)

Education and Knowledge

- High School Diploma or equivalent
- AA degree preferred

Experience

- Must have minimum one (1) year clinical/medical records experience

Skills and Abilities

- Excellent computers and electronics
- Ability to prioritize multiple tasks, work effectively under stress, meet short deadlines, and take direction
- Ability to key 35 words per minute, at minimum
- Ability to learn and use new software programs as systems are upgraded

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Licensure and Certifications

- None

Financial Responsibility and Authority:

- None

Working Condition Demands:

Key (Based on typical week):

N=Never

F= Frequent (34%-66% of time)

R= Rarely (Less than 1 hour per week)

C=Constant (over 66% of time)

O=Occasional (1%-33% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Pushing/Pulling					
Under 10 lbs					x	Under 10 lbs					x
11-20 lbs			x			11-20 lbs			x		
21-50 lbs	x					21-50 lbs	x				
51-100 lbs	x					51-100 lbs	x				
Over 100 lbs	x					Over 100 lbs	x				
Twisting/Turning						Driving					
Reach over shoulder				x		Automatic Trans	x				
Reach over head				x		Standard Trans	x				
Reach outward				x							
Climb		x									
Crawl	x					Other					
Kneel		x				Keyboard/Ten					x
Squat			x			Key					x
Sit				x		Fingering (fine dexterity)					x
Walk-Normal Surfaces				x		Handling (grasping, holding)			x		
Walk-Uneven Surfaces	x					Repetitive Motion - Hands			x		
Walk-Slippery Surfaces	x					Repetitive Motion - Feet	x				
Stand				x							
Bend			x								

Adherence of SCFHC Policies:

To adhere to the SCFHC policies as they pertain to department and Human Resources Department

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employee's Acknowledgement:

I have had the opportunity to ask questions and understand that the above information on this job description has been designed to indicate the general nature and not designed to contain a comprehensive inventory of all duties, responsibilities and qualification to this job. In addition, my job title, duties, responsibilities and compensation can change with or without notice based on the needs of the company. Moreover, this job description does not change my "at-will" status with the company.

Name of Employee: _____ Signature: _____ Date: _____

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