

**Community Health Alliance of Pasadena (ChapCare)
Job Description**

Title: Medical Records Coordinator
Department: Medical Records Department
Reports To: Business Office Manager
EEOC: Admin Support
FLSA Status: Non-Exempt

Summary

Provides support for medical record retrieval, data input, and other duties related to patient visit documentation and medical records.

Description of Duties and Responsibilities

- Accurately inputs all findings from the medical record.
- Retrieves medical records for patient care and/or visit monitoring.
- Identifies training needs and implement plans for achievement of same.
- Identifies and report barriers to department effectiveness and suggests effective problem solving methods.
- Fosters positive interpersonal relationships with other staff members. Practices effective teamwork.
- Provides accurate verbal communication to appropriate persons in a clear, concise manner.
- Utilizes time and supplies efficiently.
- Maintains confidential information regarding patient and work related matters.
- Maintain/ Process Patients' records in an efficient and timely manner
- Handle patient information with utmost respect and confidentiality
- Support the clinic's mission of quality care and patient satisfaction
- Other duties as assigned.

Schedule of Essential Duties

- Scan Medical Records into an Electronic Medical Record (EMR) database
- Distribute incoming faxes every morning.
- Pick up incoming documents at the mail station
- Scan loose papers/forms in log as needed daily and log
- Fax and mail requested medical release of records. Scan request and Release of Information into chart (EMR).
- Take all medical record phone calls and triage calls.
- Complete Social Security release of records and log.
- Copy and send release of records for attorney's offices and log.
- Receive and triage Subpoena's for release of medical records daily and log.
- Prepare logs & give to supervisor.
- Other duties as assigned.

Qualifications for Position

- Three (3) years of experience in the field related to medical or health care, one (1) year experience of which is directly related to the medical records process (preferred but not required). Education or Experience may be substituted. Experience with EHR preferred (not required).
- Associate degree from an accredited university.
- CPR Certified

Skills and Knowledge Required:

- Computer data entry experience.
- Word processing experience.
- Ability to retrieve medical records in an electronic database as an Electronic Medical Record.
- HIPAA Rules and Regulations.

Prior Experience:

- In Medical Records for 3-5 years preferred, but not required.

Personal Qualities:

- Displays cheerful demeanor and makes positive comments when on duty.
- Refrains from participation in harmful gossip, dysfunctional group interactions, and divisive behavior.
- Displays courteous and professional behavior in all interactions with the public.
- Works cooperatively with other staff members.
- Displays flexibility in accepting, changing, or carrying out assignments.
- Adheres to dress code expectations, including fragrance-free requirements.
- Displays sensitivity in a multi-cultural environment.

Amount of travel and any other special conditions or requirements:

- May need to be available during evenings and/or weekends or to work off-site at outreach clinic location.

Hours per day or week:

- A minimum of 40 hours per week is required.

Physical Demands/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

Acknowledgement of Receipt

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

Employee Name

Employee Signature

Date

Employee Name:

| | | |
|-------------------------------|------------------------|--------------------------|
| Job Title: Medical Records | Hrs. Worked Per Day: 8 | Hrs. Worked Per Week: 40 |
|-------------------------------|------------------------|--------------------------|

| Activity (Hours per day) | Never 0 Hours | Occasionally Up to 3 Hours | Frequently 3-6 Hours | Constantly 6-8+ Hours |
|---------------------------------|---------------|----------------------------|----------------------|-----------------------|
| Sitting | | | X | |
| Walking | | | X | |
| Standing | | X | | |
| Bending (neck) | | X | | |
| Bending (waist) | | X | | |
| Squatting | | X | | |
| Climbing (Stairs) | | X | | |
| Kneeling | | X | | |
| Crawling | X | | | |
| Twisting (neck) | | X | | |
| Twisting (waist) | | X | | |
| Hand Use: Dominant hand R L | | | | |
| Is repetitive use of hand | | | X | |
| Simple Grasping (right hand) | | X | | |
| Simple Grasping (left hand) | | X | | |
| Power Grasping (right hand) | X | | | |
| Power Grasping (left hand) | X | | | |
| Fine Manipulation (right hand) | X | | | |
| Fine Manipulation (left hand) | X | | | |
| Pushing & Pulling (right hand) | | X | | |
| Pushing & Pulling (left hand) | | X | | |
| Reaching (above shoulder level) | | X | | |
| Reaching (below shoulder level) | | X | | |
| Keyboarding with both hands | | | X | |

| Weight | LIFTING | | | | | Height | CARRYING | | | | |
|------------|---------------|---------------------------|---------------------|-----------------|--|--------|---------------|---------------------------|---------------------|-----------------|----------|
| | Never 0 Hours | Occasionally Up to 3 Hrs. | Frequently 3-6 Hrs. | Constantly 6-8+ | | | Never 0 Hours | Occasionally Up to 3 Hrs. | Frequently 3-6 Hrs. | Constantly 6-8+ | Distance |
| 0-10 lbs | | | | X | | 40" | | | X | | 25 ft |
| 11-25 lbs | | X | | | | 40" | | X | | | 25 ft |
| 26-50 lbs | X | | | | | ___ | X | | | | ___ |
| 51-75 lbs | X | | | | | ___ | X | | | | ___ |
| 78-100 lbs | X | | | | | ___ | X | | | | ___ |
| 100+ lbs | X | | | | | ___ | X | | | | ___ |

Describe the heaviest item required to carry and the distance to be carried:

A box of office supplies that can include paper, pens, etc. for approx. 25 feet. Employees have access to utility carts to carry/transport items.

Other job requirements specific to the Job :

1. Working with Bio-hazards such as blood borne pathogens, sewage? NO X YES
2. Exposure to radiation? NO X YES _____
3. Other : _____

Acknowledgement of Receipt

I have reviewed the job description and the physical requirements of the position. By signing below I am affirming that I understand what the expectations of the position are and that I am able to perform all services with or without reasonable accommodations.

Employee signature: _____ Date _____