

## **MEDICAL RECORDS CLERK**

### **GENERAL DUTIES:**

Assists in maintaining individual patient medical records, in both paper and electronic form.

### **SPECIFIC DUTIES:**

1. Scans appropriate material into individual patient electronic health records (EHR): uses the EHR to identify the appropriate electronic record and inserts material into the proper section of the document management system.
2. Reviews records for general completeness as part of regular contact with the EHR system and informs clinicians of missing information. Edit and correct client statuses, teams, programs, errors as encountered to ensure accuracy and completeness of records.
3. Enters changes in patient demographic data, diagnosis, chart location, or clinician into the agency EHR, as trained and authorized.
4. Process transfers/change forms (updating teams, programs, clinicians) in EHR. Obtains clinicians signatures on transfers.
5. Enters case closure information into EHR, as trained and authorized, including deactivating client, entering d/c dates, removing teams, programs, and clinicians from case.
6. Enters PHQ9/GAD7 raw data into EHR system.
7. Scans incoming and outgoing correspondence on individual cases into EHR.
8. Assists clinical staff in accessing patient files and returns used files to the appropriate place. Distributes appropriately necessary incoming paperwork (faxes, mail, etc.) to clinicians.
9. Enters hospital episode (admit/discharge) information into EHR.
10. Enters Quality Assurance (QA) data into the QA database.
11. Retrieves historical documents form paper charts and/or CATT system (Das, Treatment Plans, etc. and scans into current EHR at the request of clinicians.
12. Assists clinical staff with EHR system and serve as a training support person for new and current employees. Work with Unit Supervisors on procedural issues to correct problems and ensure accuracy.

13. In the absence of the Health Information Director, meets with patients to review and sign Release of Information documents, answers calls from outside entities requesting information as trained and authorized.
14. Compiles and summarizes data, as requested, by the Director of Health Information.
15. Keeps up to date with required organizational trainings.
16. Suggests / implements best practices to improve efficiency and accuracy within the Medical Records Unit.
17. Attends and participates in unit meetings, as required, and in other agency committees, quality improvement teams or task forces, as assigned.
18. Abides by corporation's policies and procedures, with special attention to the Policy on Patient Rights, the Confidentiality Policy, and the Counseling Center's Code of Ethics.
19. Retrieve scanning, time sheets, and mail from Psychiatric Services unit each morning for processing.
20. Completes other duties, as assigned, or as required for efficient and effective operation.

SUPERVISORY RESPONSIBILITIES: None

WORKING CONDITIONS:

1. Position is office-based with work occurring during regularly scheduled office hours
2. Position requires standing for significant periods of time, plus bending and lifting stacks of medical records.

CLINICAL SUPERVISOR: None required

ADMINISTRATIVE SUPERVISOR: Director of Health Information Services

POSITION TYPE: Non-exempt

POSITION CLASSIFICATION: Medical Records Clerk

WORKER CREDENTIALS/CHARACTERISTICS:

1. Ability to accurately use basic office machines such as a calculator, copier,

computer and fax.

2. Keyboarding ability equivalent to at least 35 words per minute, as demonstrated by a timed test
3. Ability to accurately sort, organize, and file information
4. Ability to relate effectively to a variety of professional and support staff
5. A commitment to quality and accurate work
6. A valid driver's license, evidence of personal automobile insurance and of insurability by the organization's automobile liability insurance carrier; or, in the absence of such documentation, the ability to complete essential functions of the position within whatever driving and travel restrictions may be imposed by the Center

#### KEY PERFORMANCE INDICATORS:

1. Satisfactory, or better, scores on the annual performance evaluation
2. Timely and accurate completion of assigned tasks

(8/91)

(MDRECCLK.JD 8/96 rev.)

(MedRecClk.JD 8/97 rev.)

(MedRecClk.JD 7/99 rev.)

(rev. 6/05)

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(6/18)

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