



Cow Creek Government Office

Position Description

Position Title: Medical Records/Scanning Clerk

Department: CCH&WC

Reports To: Clinic Operations Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 9/14/2015, 6/13/2018

Pay Grade: 5

POSITION PURPOSE:

The Medical Records/Scanning Clerk has the responsibility of initiating and carrying out all aspects of medical records and scanning duties for the Cow Creek Health & Wellness Clinic. Medical Records are maintained within an electronic medical file

MAJOR DUTIES AND RESPONSIBILITIES:

The position is responsible for carrying out a variety of health information functions.

- Perform duties related to the receipt, scanning, indexing, and destruction of health and administrative information.
- Interface with PC applications as well as numerous VISTA applications.
- Maintain daily productivity log of scanning and indexing activities.
- Responsible for tracking, retrieving and performing follow up activities on health records.
- Sorts loose health record documents received daily scan and indexes materials accordingly on a timely basis and within established guidelines.
- Process Incoming Mail
- Mail out requests for medical records when presented with a properly completed medical release of information.
- Make copies of Medical Records when presented with a properly completed medical release of information.
- Responsible for assuring the Clinic has the appropriate Office Supplies and sends in purchase requisition when needed.
- Relief Patient Care Coordinator when needed for Vacations and sick calls
- Answers phone calls for the Medical Records Department and refers calls for the department.
- Scans various Medical Reports into the appropriate Medical Record within the specified time frame.
- Maintains confidentiality of Medical Records and other information as required by HIPAA Laws.
- Contact with patients, employees, Health Care Providers, Hospitals, Schools, Jails, and Legal Representatives is necessary.

QUALIFICATIONS:

- Must demonstrate proficient communication skills and be able to work in collaboration with other health care professionals to maintain the delivery of high quality patient care.
- Able to work independently with excellent attention to detail and quality improvement
- Must demonstrate a working knowledge of computer applications & Electronic Health Records
- High School Diploma or GED, required.
- Possess a minimum of two (2) year's medical experience in an ambulatory care outpatient clinic; preference will be given to those with more experience.
- Must have clerical and office skills.
- Proficient in all Microsoft office programs.

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Continuous**
2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **Occasional**
3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Occasional**
4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Frequently**
5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Intermittent up to 50#s**
6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **NA**
7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Yes**
8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **NA**
9. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **NA**
10. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **NA**
11. **CRAWLING** - (Surface? Frequency? Distance?) **N/A**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals. communicable disease, etc.)

<u>X</u>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<u> </u>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<u> </u>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<u> </u>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<u> </u>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.