



Cow Creek Government Office

Position Description

Position Title: Medical Records/Scanning Clerk

Department: CCH&WC

Reports To: Clinic Operations Manager

FLSA Designation: Non-Exempt

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:

- 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:

- 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.
- 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
- Proficient in all Microsoft office programs.