

WESTBROOK CLINIC
Job Description

Job Title: Medical Records Clerk
Department: Medical
Reports To: Nursing Supervisor

SUMMARY:

Compiles, verifies, types and files medical records of health care facility. Understands medical, ethical, administrative, legal and regulatory requirements in medical record keeping. Prepares patient information for the purpose of health standards and requirements. This position entails performing various functions in the clinic setting and acknowledges that all duties required to be performed may not be limited to those described herein.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Pulls medical charts for patients or those calling to talk to Provider or Nursing staff.
- Documents chart closures and archives closed medical charts.
- Prepares medical folders for new patients.
- Maintains and files documents of clinic patients.
- Requests copies of medical histories from previous care providers for medical records for new and established patients and monitors requests to ensure prompt responses.
- Reviews medical records for completeness, assembles records in standard order, and files records.
- Provides copies of patient clinic records to other healthcare providers per patient authorization; calculates fees for copies of Westbrook Clinic medical files; routes collections to Office Manager/Accounting at the end of each workday.
- Locates and charges out medical records requested by Clinic staff.
- Operates computer to enter data (EMDS and ARIES) and retrieve scheduling data.
- Prepares reports of status of records requested, no-show patients, and copies of medical records sent to other providers.
- Provides back-up coverage for Office Manager/Billing as needed;
 - Assigns encounter forms to patients with clinic appointments to record services and charges.
 - Routes completed encounter forms to Insurance/Accounting daily
- Maintain strong organizational and time management skills.
- Demonstrate flexibility, ability to perform multiple tasks, good problem solving and positive people skills.
- Ability to meet stringent deadlines.

EDUCATION AND EXPERIENCE:

An Associates Certificate from college or technical school, or 12 months related experience and/or training, or equivalent combination of education and experience. Applicant must also be familiar with private insurance, Medicare, Medicaid claims, filing and billing procedures.

OTHER SKILLS AND ABILITIES:

Ability to communicate in Spanish.

Knowledge of medical terminology and basic anatomy.

Work with technology, such as medical charting systems, microfiche, postal scales, scanners and multi-line telephone systems.

Use medical software, accounting software and database user interface and query software.

Knowledge of medical billing practices.

Knowledge of ICD-9 and CPT coding procedures and guidelines.

Travel as needed.

Employee

Date

Supervisor

Date

Human Resources

Date

Executive Director

Date