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# Example of HIM Clerk Job Description

Our growing company is looking for a HIM clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HIM clerk

* Checks voice file system (eScription) and charting system (Cerner) for surgical History and Physicals and other stat documents, and if not typed notifies transcription group
* Completes delinquent H&P & Operative forms with appropriate information, communicates incompletes to providers via fax or phone call, and keeps a file which is given to Director for presentation at UR/Medical Records Committee
* Monitors and updates the report distribution system (Cypress), and the EditScript/eScription dictation interface for incoming and outgoing files and errors
* Distributes/mails GI/Endoscopic procedure referral documents
* Assists Director in communicating delinquent documentation and addendum/amendment corrections to providers
* Communicates with offsite transcription group as needed to facilitate work flow
* Greets and interacts in a courteous and appropriate manner with patients, families and clinical staff requesting patient documentation
* Promptly and efficiently answers multi-line phone
* Ensures that the appropriate identification is presented by those requesting patient information, and that the proper forms are accurately completed
* Ensures that subpoenas are accurate and appropriate prior to accepting

## Qualifications for HIM clerk

* Computer look-up
* Assembly and analysis of charts
* Requests for Information
* Assign/correct patient numbers / names
* Correct and locate transcription
* Record completion, deficiency and pending suspension notification