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# Example of Medical Records Assistant Job Description

Our company is looking to fill the role of medical records assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for medical records assistant

* Secure all Medical Records at end of work day
* Coordinate medical records needed for interdisciplinary team conference, utilization review, quality assurance
* May open, read, prioritize, route and distribute incoming mail or other materials
* May coordinate and maintain scheduling and event calendars, including travel dates and arrangements, appointments with customers, meetings and conference calls
* Organizes and maintains document storage
* May create and prepare presentations, memos, reports, correspondence and miscellaneous projects
* May schedule travel, meetings and other events, along with monitoring calendars and room reservations
* May assist in basic accounting functions
* Requires regular and consistent attendance, being reliable, responsible, and dependable and fulfilling obligations
* Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems

## Qualifications for medical records assistant

* Must be able to demonstrate efficient usage of complex computer software systems
* Occasionally may require travel, but will primarily work out of the home office
* Required to have 3 years medical record experience in a health care setting and experience with an electronic medical record preferred
* Must be credentialed as a Registered Health Information Administrator (RHIA) OR as a Registered Health Information Technician (RHIT) OR have a degree in a health related field with extensive training and demonstrated competence in the HIM field
* Must have training in post-acute care health information management
* Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining record-keeping and filing systems