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# Example of Medical Records Assistant Job Description

Our company is growing rapidly and is looking for a medical records assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for medical records assistant

* Maintain timely listings of incomplete and delinquent records including electronic records to ensure completion of medical record
* Responsible for management & coordination of the clinical document imaging of medical records
* Supports the coding function
* Handles the flow of mail and other written verbal communication for the department
* Responds to all requests for medical records from internal & outside sources following release of information protocols
* Responds to Subpoena requests including copying the record, obtaining certification & delivery on a timely basis following release of information protocols
* As directed, secure all litigation records and those identified as potential legal records
* Prepare paper records for the microfilming & DVD archiving for the outside vendor which includes validation of records upon return
* Assist in the QAPI activity of the medical record department
* Participates in the NYS & VA survey process as it relates to the medical record department

## Qualifications for medical records assistant

* Completes tasks and assignments associated with administrative support functions (ie, licensure, personnel, purchasing, records management, inventory, or similar function)
* Credentialing Knowledge
* Word processing and computer experience preferred
* Must be experienced in ICD-10 coding
* Excellent public relations skills and communication skills
* One (1) year of experience in a medical setting