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# Example of Medical Records Clerk Job Description

Our growing company is looking to fill the role of medical records clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical records clerk

* Enters deficiency data into computer for physician completion according to policy as needed
* Follows CPOE procedures including changing deficiency status as needed
* Demonstrates a thorough understanding of the Incomplete Records and ITS routines in Meditech
* Assists physician incomplete clerk with coordination of physician notification and suspension policy and procedures as needed
* Demonstrates thorough understanding of the Meditech chart deficiency management application
* Manage ROI database
* Develop reports and audit findings
* Adhere to disclosure standards and regulations (HITECH act and HIPAA)
* Assists ED billing clerk or processes OBS charges as needed
* Works under the direction of the HEDIS Clinical Lead and other clinical personnel

## Qualifications for medical records clerk

* This position is responsible for working independently to arrange appointments at physicians
* Copies of all medical records must be legible and contain member identifying information, such as name and date of birth
* This position also includes heavy phone/fax and filing duties to obtain medical records from physician offices and other assorted clerical functions of the project
* All medical records that are copied or received via phone/fax must be kept confidential, in accordance with federal and local requirements, and maintained at the office
* Requires local travel to provider offices
* Must be able to transport at least 25lbs of weight and maneuver a portable copier in and out of a vehicle