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# Example of Medical Records Specialist Job Description

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

## Responsibilities for medical records specialist

* Monitors the accuracy and completeness of clinical information used for measuring and reporting physician and medical center outcome data
* Communicates with members of the patient care team on clinical documentation improvement strategies and workflows, including a real-time physician escalation process and real-time concurrent notifications (utilization review, quality and risk management)
* The candidate in this position will be instrumental with enhancing the overall quality completeness and accuracy of hospital health record documentation
* Track all communications
* Process requests for private health information (PHI), narrative reports, depositions, telephone or in-person conferences from patients, attorneys, insurance companies, Creates, tracks and collects pre-payment billings for such reports/records
* Organize patient files when necessary
* Date stamps incoming documents to facilitate processing
* Proper invoicing for medical records
* Verify immunizations and enter the data
* Attend student orientation/registrations to input immunization data

## Qualifications for medical records specialist

* Ability to work between during the hours of 6 am
* Must have experience with EMR or EHR
* Experience with providing visible participation and support of major change initiatives preferred
* Receive and review incoming medical records - must understand the difference in a progress note and physician's note on a medical record
* Follow-up on incomplete requests from facilities - should have exceptional phone and email etiquette
* Experience working with EMR systems (Epic, Allscripts)