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# Example of Medical Records Technician Job Description

Our company is hiring for a medical records technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for medical records technician

* Reviews and analyzes medical record combine requests and performs as appropriate
* Previous office or medical record experience
* Certification in a Health Information Management field (Preferred)
* One year of college with some emphasis in typing, filing, medical terminology and/or previous experience in HIM or general office procedures (Preferred)
* Proficiency with Microsoft Office including Word and Excel (Preferred)
* Past experience with an Electronic Medical Record (Preferred)
* Past experience with Chart Completion (Preferred)
* Past experience in working with double medical record numbers (Preferred)
* Accounts for records upon discharge, provides follow up to locate the records not received where applicable
* Assembles (preps) records into proper chart order

## Qualifications for medical records technician

* Standard administrative office environment and exposure
* May lift up to 25 lbs on occasion in the function of transporting and placement of medical files
* If the position requires driving, a motor vehicle clearance and proof of auto insurance is required prior to hire
* Scans patient records and loose sheets to patient encounters
* Certificate or degree from college or technical school or three to six months related experience and/or training or equivalent combination of education and experience
* All employees assigned to a Medical Treatment Facility are required to be screened for applicate immunizations regardless of series, based on occupational risk, and are subject to missing/required immunizations in accordance with AR 40-562, Chapter 3 and 4