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# Example of Medical Records Technician Job Description

Our growing company is looking for a medical records technician. 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 technician

* Conduct random quality audits to verify the integrity and overall quality of scanned images
* Responsible for training other staff members and scanning personnel which includes volunteers and students
* Responsible for maintaining strict confidentiality of medical records
* Supports patients’ rights through maintaining the confidentiality of patient medical information by evaluating and processing the protected health information (PHI) in accordance with hospital policies and state/federal laws/regulations
* Follows best practice protocols for authenticating validity of requests , disseminating confidential information, and assuring the integrity of the clinical documentation released for every record, every patient/requester, every time
* Download pertinent Veteran medical records from VA online databases (VBMS and/or Virtual VA)
* Sort pertinent Veteran medical records
* Upload Pertinent Veteran medical records into online Case Management System (CMS)
* Other duties may also be assigned, schedule may change based on departmental needs
* Accurately maintain facility and patient medical record forms and enter all non-medication orders into customer specific profiles

## Qualifications for medical records technician

* Vancouver, WA 1 vacancy
* Experience - one year of experience that indicates knowledge of medical terminology and general understanding of the health record
* Position subject to rotating shifts and nights/weekends/holidays
* Recent SF 50 (notification of personnel action) which indicates your current grade, salary and tenure
* Wilkes Barre, PA 2 vacancies
* Position does not require financial disclosure