Downloaded from <https://www.velvetjobs.com/job-descriptions/medical-records-technician>

# Example of Medical Records Technician Job Description

Our innovative and growing company is searching for experienced candidates for the position of medical records technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical records technician

* Triage customer service requests and medication orders by department, urgency, and information/response
* Works within Scope of Practice and performs functions outlined in the Guidelines for the Medical Records Technician
* Answers and screens telephone calls and takes messages as a medical facility receptionist in a professional and appropriate manner
* Maintains appointment system for patients and clinical staff where applicable
* Tracks compliance with scheduled patient appointments, making timely reminders notices, or calls to the clinic and IHSC staff prior to each appointment where applicable
* Files/scans laboratory, radiology, and other reports in appropriate sections of the electronic medical record within prescribed time period
* Routes clinical reports to appropriate clinic staff within prescribed time period
* Archives clinical information from the medical record within prescribed time period in accordance with established IHSC policy and procedures
* Assures compliance with the Privacy Act in all activities
* Reviews the records of all detainees scheduled for release to assure compliance with established IHSC policy and procedures

## Qualifications for medical records technician

* One (1) year of experience that indicates knowledge of medical terminology and general understanding of the health record
* Two (2) years above high school with a minimum of 12 semester hours directly related to MRT work (e.g., courses in medical terminology, anatomy, physiology and introduction to health records)
* Minimum five years comparable experience in a hospital-related setting in health information release
* Must possess excellent oral, written, and computer skills for accessing electronic patient records, ROI, and disclosure tracking
* Must be able to work in a fast-paced office environment while simultaneously fostering an environment of collaboration, engagement and teamwork
* Must possess adaptability and flexibility for learning new concepts, skills, and dealing with many different patient request situations in a professional and confidential manner