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# Example of Medical Records Job Description

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

## Responsibilities for medical records

* Arranges all chart forms, correspondence reports (e.g., operative, lab, electrocardiogram, x-ray, pathology, ) in appropriate order per facility policy/procedures
* Marks and obtains all necessary signatures to complete chart, including contacting physicians’ offices regarding necessary signatures/reports
* Services as liaison between surgery center and transcription company, as per facility practice
* Coordinates missing chart report for abstracting purposes for follow up to obtain records that were initially unavailable
* Complete schedule for the Nursing Staff
* Complete daily staffing sheets
* Interact with employees to cover daily staffing requirements
* Secure coverage for vacant shift, open position, vacations, as dictated by the Director of Clinical Services
* Prepare and complete daily nursing hours report for Executive Director
* Record employee attendance, communicates with Director of Clinical Services when issues arise

## Qualifications for medical records

* Certification through AHIMA (CCS, CCS-P, RHIT, RHIA) or AAPC (CPC, CPC-H)
* 3+ years of acute care hospital inpatient coding required
* LTACH experience a plus
* Must be able to work in a virtual setting under minimal supervision
* Must have home office set-up with high-speed Internet access
* Minimum 1-2 years of hospital or ASC medical records experience preferred