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# Example of Medical Records Job Description

Our innovative and growing company is looking to fill the role of 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

* Schedule and assist with arranging doctor or outside appointments for residents
* Share employee vacation requests' with Director of Clinical Services
* Assess employees’ performance at least monthly
* Actively participate in daily duties of dept
* Perform quality checks to maintain the integrity of events and criteria for reporting purposes
* Provides charts/documents requested by patients, physicians, and legal counsel following patient consent/confidentiality protocols
* Reviews the patients’ electronic record including patient symptoms and medical history, exam results, X-ray reports, lab tests, diagnoses, and treatment plans
* Communicates as needed with physicians and other health care professionals to clarify records request or to obtain additional information
* Submits files/documentation to physicians and other clinicians as requested for review, quality assurance checks, and other purposes
* Uses computer programs if requested to tabulate and analyze data to improve patient care, control costs

## Qualifications for medical records

* Computer knowledge/literacy
* Must be able to adhere to ASC financial and admitting policies
* Knowledge of insurance verification and collection processes strongly preferred
* Minimum 1-2 years of hospital/ASC or medical records experience preferred
* Must have a H.S
* RHIA, RHIT, CCS, CCA (or eligible) and/or working knowledge of CPT-4 and ICD-10-CM coding systems