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# Example of Medical Tech Job Description

Our company is looking for a medical tech. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical tech

* Scans or archives records as appropriate
* Collects and verifies via reconciliation all current and previous records of discharged inpatients and outpatients (sdc, wc, medcl, breast care, endos ..) with days visits and notes status (inpt, unavailable, missing) within 24 hours from nursing units
* Logs current discharges into Meditech chart tracking module, moves records as needed
* Signs out (logs in) all visits being analyzed in Meditech and returns (logs out) all visits upon completion
* Reviews, researches, and exhausts all attempts to retrieve missing information from nursing units
* Reviews all requests for PHI, including continuation of care faxes and ensures that proper authorization to disclose the information has been received, as needed and fills the request
* Reviews each record for content of highly confidential information and handles appropriately
* Opens department mail and logs in and out each request for Protected Health Information (PHI) into the Release of Information tracking system database according to policy and procedure
* Responds to all telephone requests promptly and within a timeframe consist with the urgency of the request
* Maintains the Release of Information tracking system database

## Qualifications for medical tech

* Occasional heavy physical lifting and moving of equipment
* One year of medical stocking/inventory experience or three years of non-medical stocking/inventory experience as your primary job
* Looking for candidates with great work ethnics
* 1 year of medical stocking/inventory or 3 years of non-medical stocking/inventory as your primary job title
* Prior research or medical training preferred
* Use of keyboard and microscope extensively may be required, dependent upon job and shift assignment