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# Example of Record Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of record. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for record

* Adheres to and demonstrates knowledge of organizational, departmental and regulatory policies and procedures
* Performs all other duties as requested in support of the departmental and organizational goals
* At least 3 – 5 years healthcare operations or data integrity experience to include demonstrated leadership
* Familiarity with CMS regulations and guidelines regarding medical records a plus
* Medical records, HIM, Quality or data integrity experience a plus
* Proficient in computer software
* Maintain cataloging process, procedures rules and regulations
* Supervises activities of Health Information staff
* Train staff for medical records preparation, usage of the EHR system, scanning, indexing and lab entry, insuring all staff are cross trained
* Investigate and handle patient related complaints/problems

## Qualifications for record

* Must adhere to all other applicable Facility and departmental policies and procedures, safety, emergency, infection control, and corporate compliance
* High school diploma or equivalent pharmaceutical experience
* 2+ years of related cGMP regulated industry experience focusing on documentation review and approval
* Demonstrates cGMP knowledge
* Incumbent must be well organized, flexible and work with minimal supervision
* Bachelor’s Degree (BS or BA) in a science related filed