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# Example of Records Analyst Job Description

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

## Responsibilities for records analyst

* Review MSKCC Daily Operative Report Listing
* Update information for Operative Reports pending and Operatives Reports completed
* Properly account for all reports (jobs) which are received back from the Transcription Company on a daily basis
* Provide back up to other Departments in Clinical Information Center as needed in order to meet the operation goals of the Department
* Communicate effectively with Physicians and Hospital Administration on pending operative reports
* Manage, coordinate, and monitor activities of the onsite record center
* Coordinate the implementation of records imaging initiatives according to the applicable records retention schedule
* In consultation with Records Manager, send RIM Survey to BURCS
* Reviews medical record documentation in HPF, andwhen appropriate, creates andassigns to the necessary provider(s)dictation, signature and missing text deficiencies for completion according to established policy and procedure
* As determined by established work queue processing prioritization, activelymanages the various analysis‐ specific work queues to update deficiency information following physician completion ordocument update activities

## Qualifications for records analyst

* 5+ IT/IS support experience
* Ability to prepare and deliver PowerPoint presentations
* Compliance related regulation knowledge
* Power and Water Utility experience preferred, but not required
* Displays technical proficiency within EMR / Practice Management System configurations
* CPG industry knowledge experience preferred