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# Example of Records Clerk Job Description

Our innovative and growing company is searching for experienced candidates for the position of records clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for records clerk

* Maintaining the detainee record for each new detainee that arrives at the facility
* Developing and submitting required reports relative to the facility detainee file system, other reports as required
* Receive schedule
* Print requested batch records
* Review/Issue
* Deliver BRs to Operational area
* Retrieve and store docs upon Ops completion
* Retrieve archived documents for QN references
* Operates a personal computer terminal with a visual display unit and printer
* Track, monitor and secure clinical documentation, AOB's, SMN's, CMN's, based upon insurance carrier requirements and according to Documentation policy and procedure

## Qualifications for records clerk

* Training in an accredited medical records program or a minimum of one (1) year of experience in an established medical records system preferred
* Knowledge of healthcare practices and terminology
* Experience in medical facility preferred
* High school degree required or equivalent
* Previous filing experience (alpha & numeric), customer service and office experience required
* Accuracy and speed are essential