



# Example of Medical Clerk Job Description

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Our company is growing rapidly and is hiring for a medical 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 medical clerk

- Assists in providing excellent customer service, answering the telephone, handling customer requests and concerns, and taking accurate messages daily within a timeframe consistent with the urgency of the request
- Collect fee-for-service and co-payments from patients and process charge tickets
- Prepare billing information
- Schedules procedures and records specific information required for each
- Retrieving and sending out medical records
- Retrieves and files medical records in advance or on demand as required using manual and electronic systems and assists physicians with completing medical records
- Uses and oversees use and maintenance of copier and/or fax
- Data Entry into internal system
- General office duties including copying, scanning and faxing
- Additional duties assigned by the HR Manager

## Qualifications for medical clerk

- Attention to Detail – focus on the little things!
- Good attention to detail and willingness to take on a variety of clerical duties
- Some previous healthcare experience would be great or interest in healthcare/medical field will be considered!
- Must be comfortable with e-clerical or a computer scheduling system will

- Demonstrated intermediate knowledge using word processing, email, and Internet applications