



Example of Medical Clerk Job Description

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

Responsibilities for medical clerk

- Files charts returned from the services
- Maintains patient files in all company computer systems
- Retrieves files as needed upon request
- Tracks all medical records request via spreadsheet
- Protect the security of medical records to ensure that confidentiality is maintained per policies
- Send and retrieve records at providers request, confirm records are properly identified and authenticated, and that all necessary information is in the chart
- Ensure all records and forms are completed, properly identified and authenticated, and that necessary information is in the electronic health record
- Receives requests and subpoenas for medical records
- Must strictly adhere to the Cook Clinic Employee Manual, Cook Code of Conduct, Cook Electronic Information Policy, HIPPA & OSHA regulations
- Primary responsibility is to maintain all aspects of patient charts

Qualifications for medical clerk

- Ability to commit to a 4-5 month assignment
- Must understand fee schedules, LCDs, Medicare, Copays/Deductibles
- Retrieve, track, locate, and file charts
- Adhere to and foster acceptable health and safety practices
- Responsible for accessing, maintaining and auditing all medical charts
- Analyzes medical records for verification of patient's diagnosis, accurate

