

# Example of Medical Clerk Job Description

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Our innovative and growing company is hiring for a medical clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for medical clerk

- Must be familiar with all charting requirements
- Verifies that all appropriate outpatient records are received in HIM from the department providing the service by reconciling the appropriate reports (sdc, woc, medcl, ed, etc...) with the days visits and notes status (Inpt, OBS, unavailable, missing)
- Reviews each record for content of highly confidential/sensitive information and handles appropriately
- Maintains a positive working relationship and demonstrates teamwork within the department and other departments
- Willing to accept additional assignments and/or provide temporary coverage for other areas as designated by Supervisor or Director
- Reviews medical record documentation in each chart against a set of established standards and records variations/omissions in the chart deficiency module
- Reviews all requests for PHI and ensures that proper authorization to disclose the information has been received, as needed
- Process daily mail and logs in and out all requests for Protected Health Information (PHI) using the CORTRAK Correspondence Management System according to policy and procedure
- Ability to locate and copy microfilm and/or microfiche records and coordinates retrieval of images from microfilm using the Papervision indexing system and readers/printers as needed

## Qualifications for medical clerk

- Previous experience working with medical records
- Ensure that documents are properly uploaded to (EHR) Electronic Health Record's in a neat, organized and legible format
- Understand and follow applicable Federal and Pennsylvania State laws and regulations, professional standards, and ethical principles
- Prior 1-3 years of medical records experience in a healthcare setting is highly preferred
- ICD-10-CM coding capabilities/knowledge a plus
- **MUST HAVE ATHENA AND ECLINICAL WORKS SOFTWARE EXPERIENCE TO BE CONSIDERED FOR THIS JOB**