



Example of Medical Clerk Job Description

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Our innovative and growing company is looking to fill the role of medical clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for medical clerk

- Process and mail invoices to patients
- Verify medical insurance and follow up on referrals
- Pull medical charts and organize accordingly
- File any hard-copy reports and documents in patient medical file as necessary
- Audit patient medical records for completeness and accuracy.'
- Monitor fax log and follow up as necessary
- Safeguard confidentiality of patient information
- Compiles, verifies, and files medical records by performing the following duties
- Scans and files processed labs, pathology reports, and loose correspondence into patient records
- Comply with federal HIPAA regulations and practice policies for the privacy and security of patient information

Qualifications for medical clerk

- Skilled in Microsoft Office, Excel, Word, and Outlook
- Maintain work operations by following by following policies and procedures
- Working knowledge of business English, math, good grammar and spelling skills, and ability to develop correspondence, reports and operational directives required
- One year work experience in a Medical Record environment

- Equivalent combination of training, education, and experience will be considered