



# Example of Medical Records Clerk Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is hiring for a medical records 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 records clerk

- With appropriate, signed request for information, copies records upon appropriate request for billing, legal services, or medical records requests
- Request historical records from other organizations according to policy
- Knows standards for medical records maintenance and ensures compliance with all state, federal, and Joint Commission requirements
- Mail all Company correspondence
- Organizational chart
- Answer the telephone promptly and according to established procedures, utilizing the utmost courtesy and sensitivity
- Demonstrate proper operation of the telephone, fax machines, copiers and computers
- Creating and maintaining patient charts and assisting the medical staff with retrieving documents in an expedient fashion, Processing change of status and adjusting records accordingly
- Archiving discharged records and maintaining archive area
- Copying required documentation and forwarding to appropriate person for mailing

## Qualifications for medical records clerk

- One to two years previous experience in medical records
- Or Bachelor's degree in Medical Records/

- Additional education and training preferred such as Associates/Bachelors degree, training certification from a program such as Medical Office Administration
- Minimum 2 years steady working experience in a customer service focused role, preferably in a medical office environment