



Example of Medical Records Clerk Job Description

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Our company is looking for a medical records clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical records clerk

- Storage chart retrieval as needed
- Flexibility to help with any health information related task
- Sends deficiency/delinquent letters regarding incomplete medical records of discharged patients to responsible physicians in accordance with the rules and regulations of the medical staff regulations
- Pulls and delivers medical records for patient appointments as needed
- Prints provider schedules and/or pulls cards from provider schedules
- Maintains chart forms in proper order
- Replaces outer folders as necessary
- Replenishes forms in the appropriate section of the record
- Purges inactive charts for storage with inactive files
- Files lab reports/correspondence to the appropriate section of the medical record

Qualifications for medical records clerk

- Knowledge of medical terminology, required procedures for releasing records, and knowledge of applicable privacy laws (Privacy Act of 1974, HIPPA,) (desired)
- Recent document management experience
- Team player with ability to build and maintain relationships with cross-functional business partners, external partners, and others
- Must be self-motivated, able to take initiative, and work independently with minimal oversight to meet timelines, strong follow-through skills and a

- Detail oriented, with the ability to organize and track information and documents
- Communicate effectively with co-workers, patients, and medical staff