



Example of Medical Records Clerk Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for medical records clerk

- Collects all current and previous medical records of discharged patients from Nursing units within 24 hours of discharge daily
- Collects loose filing for those discharged patient charts and inserts such filing in proper chart, maintaining a 98% accuracy rate
- Combines current patient chart with any previous patient discharges for a unit record
- Assembles discharged patient visits in appropriate chart order
- Retrieves and delivers medical records to nursing units and/or Emergency Department in a prompt and professional manner
- Analyzes/audits medical records of discharged patients for completeness and accuracy according to departmental and hospital policy and procedures and regulatory agencies
- Responds to all routine fax requests within 24 hours of receipt
- Photocopies, scans, indexes and archives medical records as appropriate for other areas within department as necessary (auditing, ROI, ...)
- Retrieves medical records upon request for clinical review, audits, and assigned 'pull' lists according to policy and procedure
- Reviews, researches missing information and interfiles all loose reports into appropriate chart for each discharge day located in inpatient staging area and processing

Qualifications for medical records clerk

- Must be computer literate with good working knowledge of medical and

- Previous experience as a Medical Records Clerk is a plus
- Position is part-time, 20 hrs/wk but could develop into a full-time, 30 hr/wk
- Managing patients files
- Prepping medical charts