



# Example of Medical Records Clerk Job Description

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Our growing company is looking to fill the role of 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

- Enters deficiency data into computer for physician completion according to policy as needed
- Follows CPOE procedures including changing deficiency status as needed
- Demonstrates a thorough understanding of the Incomplete Records and ITS routines in Meditech
- Assists physician incomplete clerk with coordination of physician notification and suspension policy and procedures as needed
- Demonstrates thorough understanding of the Meditech chart deficiency management application
- Manage ROI database
- Develop reports and audit findings
- Adhere to disclosure standards and regulations (HITECH act and HIPAA)
- Assists ED billing clerk or processes OBS charges as needed
- Works under the direction of the HEDIS Clinical Lead and other clinical personnel

## Qualifications for medical records clerk

- This position is responsible for working independently to arrange appointments at physicians
- Copies of all medical records must be legible and contain member identifying information, such as name and date of birth
- This position also includes heavy phone/fax and filing duties to obtain

- All medical records that are copied or received via phone/fax must be kept confidential, in accordance with federal and local requirements, and maintained at the office
- Requires local travel to provider offices
- Must be able to transport at least 25lbs of weight and maneuver a portable copier in and out of a vehicle