



Example of Medical Records Clerk Job Description

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Our company is growing rapidly and 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

- Completes all scanning as needed
- Gather necessary information for the Florida Quarterly AHCA State reporting
- Additional administrative projects as requested
- Uses discretion at all times to ensure patient confidentiality
- Processes medical records requests from various sources
- Assists with the annual review of stored records to facilitate the purge of inactive documents
- May assist with rescheduling patient appointments
- May assist with maintaining inventory and supplies
- Assists with departmental mailings, including patient medical records
- Responds request for medical records from attorneys, Social Security Administration, and other health care facilities

Qualifications for medical records clerk

- Able to work in multiple computer software
- Completion of a Health Information Technology program or Medical Administration program is strongly preferred
- Knowledge of assigned program activities guidelines and processes
- One year experience as a Unit Secretary in a hospital setting preferred
- Pass Unit Secretary Test with a minimum score of 80%
- General data entry and computer skills