



Example of Medical Records Job Description

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

Responsibilities for medical records

- Arranges all chart forms, correspondence reports (e.g., operative, lab, electrocardiogram, x-ray, pathology,) in appropriate order per facility policy/procedures
- Marks and obtains all necessary signatures to complete chart, including contacting physicians' offices regarding necessary signatures/reports
- Services as liaison between surgery center and transcription company, as per facility practice
- Coordinates missing chart report for abstracting purposes for follow up to obtain records that were initially unavailable
- Complete schedule for the Nursing Staff
- Complete daily staffing sheets
- Interact with employees to cover daily staffing requirements
- Secure coverage for vacant shift, open position, vacations, as dictated by the Director of Clinical Services
- Prepare and complete daily nursing hours report for Executive Director
- Record employee attendance, communicates with Director of Clinical Services when issues arise

Qualifications for medical records

- Certification through AHIMA (CCS, CCS-P, RHIT, RHIA) or AAPC (CPC, CPC-H)
- 3+ years of acute care hospital inpatient coding required
- LTACH experience a plus

- Minimum 1-2 years of hospital or ASC medical records experience preferred