



Example of Medical Tech Job Description

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Our innovative and growing company is hiring for a medical tech. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for medical tech

- Responds to all routine written requests within seven (7) working days of receipt
- Responds to all routine fax requests within 24 hrs
- Responds to all walk-ins seeking access to PHI as appropriate
- Meticulously reviews and prepares copies of medical records in response to subpoena and court order requests including coordination of certification signature and delivery to court
- Refers any potential medical/legal issues to the HIM Director, designated HIM Supervisor, and to Risk Management as appropriate
- Coordinates retrieval of images and copies microfilm and/or microfiche using microfilm equipment as necessary
- Coordinates the photocopying of medical records with co-workers and others involved in copying assistance as needed
- Investigates and verifies all MRUNs assigned by Registration staff the previous day to detect any duplicate MRUN assignments
- Reviews Medical Record Transaction Report daily and confirms, edits or corrects each new entry such as name spelling, format, SSNs, DOB changes as needed
- Maintains quality improvement monitoring logs and reports (MPI Duplicate MRUN Log) daily, weekly potential duplicate and duplicate records reports

Qualifications for medical tech

- MLT/ASCP certification or equivalent (Equivalent is defined as ASCP, AMT, HEW, AAB.)
- Or successfully completion of an official military medical laboratory procedures course of at least 50 weeks duration and have held the military enlisted occupational specialty of Medical Laboratory Specialist (Laboratory Technician)
- OR a student in a recognized MLT program who has completed a clinical rotation in the area of hire and will receive MLT (ASCP or equivalent) certification within one year from completion of the program
- Associates Degree or completion of a U.S. Military 50-week course leading to specialty of Medical Laboratory
- Must possess and maintain a current Texas EMT-B or higher Texas certification