



Example of Records Analyst Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for records analyst

- Review MSKCC Daily Operative Report Listing
- Update information for Operative Reports pending and Operatives Reports completed
- Properly account for all reports (jobs) which are received back from the Transcription Company on a daily basis
- Provide back up to other Departments in Clinical Information Center as needed in order to meet the operation goals of the Department
- Communicate effectively with Physicians and Hospital Administration on pending operative reports
- Manage, coordinate, and monitor activities of the onsite record center
- Coordinate the implementation of records imaging initiatives according to the applicable records retention schedule
- In consultation with Records Manager, send RIM Survey to BURCS
- Reviews medical record documentation in HPF, and when appropriate, creates and assigns to the necessary provider(s) dictation, signature and missing text deficiencies for completion according to established policy and procedure
- As determined by established work queue processing prioritization, actively manages the various analysis- specific work queues to update deficiency information following physician completion or document update activities

Qualifications for records analyst

- Compliance related regulation knowledge
- Power and Water Utility experience preferred, but not required
- Displays technical proficiency within EMR / Practice Management System configurations
- CPG industry knowledge experience preferred