



Example of Records Coordinator Job Description

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Our company is looking for a records coordinator. 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 records coordinator

- Oversees completion of admission/discharge audits and maintains follow-up of chart deficiencies related to admissions
- Works with Patient Care Manager and Interdisciplinary Team Members in resolving issues around chart deficiencies and compliance with documentation requirements
- Oversees weekly inventory of patient care supplies and orders needed supplies weekly working closely with the Patient Care Manager to assure cost effectiveness and quality of supplies being ordered
- Participates in evening/weekend on-call or overtime as required, conducting on-call services in a clinically competent and responsive manner
- Answers phones for receptionist during lunch hour, breaks, or absence
- Assures for compliance with local, state and federal laws, Medicare regulations, and established personnel policies and procedures
- Regular attendance is to be maintained
- Adheres to a code of conduct conducive with Company policy
- Meets or exceeds delivery of Company Service Standards in a consistent fashion
- Interacts with all staff in a positive and motivational fashion supporting the Company's mission

Qualifications for records coordinator

- Basic knowledge of utility operations, safety, and energy industry terminology preferred
- Demonstrated ability to obtain and coordinate information from multiple sources
- Demonstrated basic to intermediate proficiency in the use of office equipment and computer software
- Basic proficiency in grammar, spelling, punctuation, proofreading
- Conducts all business activities in a professional and ethical manner