



# Example of Records Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of records coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for records coordinator

- Reviews the member's record including transition settings and authorizations to ensure all information in the record is accurate prior to closing
- Monitors Records Integrity Fax queue and scans/attaches records into the member file
- Prior to closing the record the following will be reviewed/audited/corrected for accuracy
- Transition settings match authorization
- For denials appropriate documentation of MD reviews
- Timely notifications
- Documentation of criteria utilized
- LiveSafe information complete and accurate with dates matching therapy evals
- Minutes and visits complete
- Diagnosis for all settings

## Qualifications for records coordinator

- Driver's license and reliable transportation with ability to travel locally, on occasion
- RUGs level matches OPT
- Required documents are attached
- Ensures a 90% record completion rate is reached for each assigned contract
- Identifies & corrects team or system errors by working exception reports

