



Example of Records Technician Job Description

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Our company is looking to fill the role of records technician. 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 technician

- Respond to telephone request accordingly
- Providing blank forms for facilities, collecting and distributing paperwork to other departments
- Generating & running reports
- Performing other administrative duties such as photocopying documents, filing, ordering and maintaining adequate supply of forms, checking status of missing documents
- Provides technical, administrative and/or functional support to the RMDC team
- Assigned job duties may support RMDC functional areas such as imaging, tracking, data entry / administration, coordination with other work groups, document location, reporting and related areas
- Performs basic text input and editing on assigned equipment
- Aids in design and development of new applications
- May recommend modifications to existing procedures, systems and methods of operation
- Operates office automation

Qualifications for records technician

- Requires experience in operating office equipment such as reprographics equipment, reader/printers, and digital imaging scanners

- Must be fully ambulatory and capable of lifting loads up to and including 70 pounds
- ABR-OE Certification in lieu of graduation from an accredited Medical Assistant Program required
- Post high school coursework in medical terminology, medical records