

POSITION OVERVIEW

Job Title: Medical Records Clerk
Business Title: *Medical Records Clerk*
Job Code: MEDRECDS
FLSA Status: Non-Exempt
Department: Pre-Imaging Services
Reports to:
Location: XXXXX
Draft Date: XXXXX
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Radiology Partners is seeking a Medical Records Clerk to maintain order, and provide access to the medical files. The incumbent must provide service excellence when responding to requests for images or reports. Daily responsibilities include the documentation, maintenance and tracking of files in the Radiology Information System (RIS). Successful candidates will be highly organized, possess a pleasant demeanor and phone manner and have experience working with medical filing system in a large medical practice or department.

POSITION DUTIES AND RESPONSIBILITIES

- Using the radiology information system (RIS/PACS), electronically:
 - Files patient records and reports in chronological order.
 - Retrieves and distributes patient medical records for medical staff review.
 - Posts test reports and other correspondence to medical records and documents lab results when appropriate.
 - Prints patient information and forwards to requesting party/referring physician after receiving appropriate consent to release medical records.
 - Checks reports and/or images in and out.
 - Burns CD's and/or prints images to paper/film, as requested.
 - Imports digital outside images into PACS when necessary.
- The above duties may be manually completed for certain films not currently stored electronically. The same requirements apply.
- Reviews "orders list" on a daily basis to determine if reports are pending dictation by a radiologist. Requests dictation by the radiologist, if necessary, to complete the order.
- Responds to "stat" requests by pulling medical records and requesting delivery to the appropriate physician(s).
- Performs all necessary functions relating to digitizing films, to include, but not limited to: entering patient information, loading film, and processing image(s).
- Maintains all files and records (stored either on film or electronically) in a confidential manner.
- Answers telephones in a pleasant manner and handles customer needs timely and appropriately.
- Maintains adequate level of office supplies and reorders as necessary. Ensures office equipment is operating properly and contacts appropriate party for equipment repair.

- Assists in the care and maintenance of the medical records department, equipment and supplies.
- Scan patient registration forms.
- Collect copays and document payment.
- Schedule follow up appointments.
- Maintain daily failed fax report and task list.
- Print patient pre-registration paperwork and enter demographics.
- Print insurance card and previous reports for all biopsy reports.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must demonstrate excellent verbal communication skills, in person and via telephone, as well as excellent customer service and interpersonal skills.
- Must convey a pleasant, professional manner.
- Must possess excellent organizational skills and attention to detail.
- Knowledge of medical records tasks, clinic procedures, medical terminology and paperwork processing requirements.
- Knowledge of and experience in using office equipment including telephone, fax, computer and photocopier.
- Knowledge of and experience in using radiology-related computer systems (RIS/PACS).
- Ability to use interpersonal skills to effectively interact with physicians, other facility staff, patients and families when providing instructions or responding to questions or exchanging patient-related information.
- Ability to read, understand and follow oral and written instructions. Ability to file correctly by alphabetic or numeric system.
- Ability to maintain confidentiality of patient record information.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- High school diploma, or equivalent, and computer experience required.
- Experience with medical files, preferred.

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly



Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate’s Signature

Date

