



## Job Description –Medical Records Specialist

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Department: Medical Records

Reports To: Medical Records Supervisor

Position: Full-Time

Job Category (FLSA status): Non-exempt

Approved By: Leigh Ann Hobson

Revision Date: 2/26/24

Effective Date: 2/26/24

### Purpose

The medical records clerk is responsible for performing the necessary tasks to ensure accurate administration of the Medical Records.

### Essential Functions

- Log computers on and off and be knowledgeable of each computer function.
- Maintain proper care of copy machine.
- Answer phone and assist with patient and/or referring physician requests.
- Mail outside films back at correct times.
- Phone physicians as needed by radiologists.
- Fax reports properly as needed and retrieve incoming faxes.
- Import and burn cd's as requested.
- Assist with deliveries as needed.
- Update charges and notes for outside studies.
- Scan in front desk information packet and attach documents in patients PAC's folder.
- Other duties as assigned.

### Knowledge & Skills

- The ideal candidate would be well rounded in and have extensive knowledge and understanding of Medical Records.
- Medical Industry Experience a plus.
- Superior problem solving skills.
- Excellent data entry skills.
- Strong project management skills (planning and execution) with demonstrated ability to multi-task and set priorities within tight timelines.

- Detail-oriented with the ability to handle moderately complex assignments under minimal supervision.
- Must be educated on and compliant with HIPAA.

## **Education**

High School diploma or equivalent

## **Computer Skills**

- Knowledge of RIS/PACs systems ideal.
- Knowledge of e-mail/scheduling software applications.

## **Physical Work Demands**

- Able to sit and work at a computer keyboard for extended periods of time.
- Able to stoop, kneel, bend at the waist, and reach on a daily basis.
- Able to perform general office administrative activities: copying, filing, delivering and using the telephone.
- Able to lift and move up to 25 pounds occasionally.
- Requires normal, correctable vision and hearing.

## **Other Work Demands**

- Regular and on-time attendance.
- Excellent communication and telephone skills
- Occasional travel by conventional means including aircraft, motor vehicle and the like within the region and to other locations as required.
- Strong presentation skills.
- Strong organizational and time management skills.

**Note:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

The Radiology Clinic is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees and will make reasonable accommodation when necessary.

If hired, I would be able to perform the essential functions of the job with or without a reasonable accommodation.

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Signature

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Date