

MEDICAL RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for making and maintaining patients medical, admission discharge and similar records. The work is performed under the direction of a higher-level supervisor, according to the policies and procedures established for the Department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Codes and posts medical records in accordance with standard nomenclatures of diseases and operations;
Prepares daily and monthly analysis of patients/clients treated at the agency;
Fills requests for information on patient/clients who have been discharged from the Agency so that insurance companies may pay bills properly;
Maintains a medical records filing system;
Coordinates medical records program with other agency committees;
Records all admissions, discharges and deaths in proper log book;
Performs a wide variety of related medical records services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of medical records keeping; working knowledge of agency programs and administrative routines; ability to plan and supervise the work of others; good clerical judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** one (1) year of experience in the health field involving clerical work in a doctor's office or in a clinical setting either in private business or public agency; **OR**
- (B) Three (3) years of experience, as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.