

# GI Associates

## Medical Records Clerk

### Job Description

**Title** Medical Records Clerk

**Reports to** Manager, Medical Records

#### Job summary

The Medical Records Clerk is responsible for scanning and accurately filing all incoming paperwork into the patient's Electronic Medical Chart. The Medical Records Clerk is responsible for pulling patient charts if necessary, refilling those charts along with any other pertinent documents in those charts.

#### Summary of essential job functions

- Sorts, alphabetizes and scans patient documents accurately in patient Electronic Medical Charts
- Electronically files documents into patient electronic charts accurately
- Empties buckets from other office locations including sorting charts, papers and distributing interoffice mail
- Answers and handles in-coming calls
- Responds promptly to urgent chart requests
- Maintains a high level of patient confidentiality
- Maintains clean and organized work station
- Performs general clerical: scanning, data entry, photocopying, filing, faxing
- Facilitates a harmonious work environment, whereby treating all patients and coworkers with respect and dignity
- Flexible in meeting the needs of the department
- All other duties as assigned

#### Minimum requirements

- High School diploma or equivalent preferred
- One year customer service and /or filing experience preferred
- Word processing skills

#### Desired Qualifications

- Maintains a safe work environment
- Understands how to lift and bend properly
- Knowledge of MSDS and Blood-Borne Pathogens
- Knowledge of Emergency Plan and OSHA Standards

#### Additional information

HR use only	
Job code	
Generic title	

Pay grade	
Management? (Yes/No)	
E/NE status	
Last revised	6/24/14

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.