JOB DESCRIPTION OUTLINE

Position: **Medical Records Clerk**

Supervisor: **Clinic Manager**

Effective Date: February 3, 2014

Position Summary

Under the direction of the Clinic Manager, the Medical Records Clerk is responsible for maintaining the security, confidentiality, completeness, and accuracy of the medical records of La Pine Community Health Center in accordance with policies and procedures and within the guidelines of the organization.

Duties and Responsibilities

- **Follow HIPAA policies and laws.**
- Back up other departments, answer phones, assist the front desk as needed with special projects, and assist the medical record staff with the day to day work.
- Ability to communicate well with patients and other professional offices in person as well as on the phone
- Verify that all releases of information take place in accordance with Oregon State law governing such releases.
- Purge records in accordance with policies and procedures and in accordance with acceptable retention requirements for the State of Oregon.
- Process all incoming and outgoing medical release forms with thorough documentation.
- Ability to prioritize work -flow and process urgent items timely and accurately.
- Process all Medical Records subpoenas with Chief Executive Officer and Chief Medical Officers' approval.
- Function as the Custodian of Records for LCHC.
- Actively participate in the yearly review/revision of the medical records protocols as needed.
- Retrieve all faxes, date stamp, separate and distribute to appropriate department
- Run all mail through the mail machine and take to the Post Office daily.
- Pick up mail daily, date stamp, separate and distribute to appropriate departments. Pick up daily back office work and distribute as needed.
- Continuously assess for areas of improvement and develop plans and evaluation criteria for such.
- Keeps supervisor informed of problems or issues; monitors and orders office supplies as needed.
- Working knowledge of computer systems, copiers, fax machines and scanning technology
- Responsible for scanning and indexing all documents

Minimum Qualifications

Education**:** High School Diploma or equivalent

Experience**:**

- Medical records experience preferred.
- Ability to work well with the front office personnel, clinical and provider staff
- Thorough understanding of medical terminology

- Must be a self-starter and be able to function with little or no supervision.
- Must possess a valid Driver's License and automobile insurance to allow you to transport files to and from clinic to storage unit, as well as run clinic errands as needed.

Physical Demands Required to Fulfill Essential Functions of this Position

Employee must be able to sit or stand for long periods of time. Employee must be able to focus on tasks while in an active office environment where conversation and noise is prevalent. Employee must be able to operate a keyboard, write, speak, and hear. Employee must be able to read small print both on paper and on a computer screen for long periods of time. Ability to occasionally lift up to20 pounds.

Additional Requirements

- Submit to and pass a drug test
- Successfully complete a criminal background check

Working Conditions

There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.

Equal Employment Opportunity Statement

La Pine Community Health Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. La Pine Community Health Center complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Receipt for Position Description

I, _____ acknowledge I have read this job description and fully understand the requirements and expectations set forth therein. Furthermore, I have received a copy of the most recent version of my Position Description; I am able to complete all job responsibilities with or without reasonable accommodation.

_____ _____

Signature Date