

VALLEY COMMUNITY HEALTHCARE
Job Description

Position: Medical Records Clerk
Reports to: Front Office Supervisor
Hours: Full-time, 40 hrs. /week
FLSA Status: Non-exempt

General Responsibilities: Pulling charts from storage, scanning, filing, performing clerical duties for medical records department, interfaces with other departments, filing documents in the appropriate E H R file, paperwork within department, and phones as needed. EMR (Electronic Medical Records) experience highly desired.

Specific Duties:

- Abstract information from paper chart to EMR using Abstraction Template
- Scan pertinent/pre-defined forms from patient's paper chart into patient's electronic medical record
- Forward abstraction/scanning for approval
- Purge patient records as directed
- File miscellaneous paperwork electronically
- Requests charts from Williams Co. for clinical need
- Purge old charts as per schedule
- Process incoming medical records requests, and subpoenas
- Process in house medical records requests
- Scan and file incoming medical records into patients charts
- Answer incoming calls and check incoming voicemails
- Performs other duties as assigned

Minimum Qualifications:

- High School diploma or equivalent required, College Degree preferred
- Must be detail oriented in addition to strong problem solving skills
- Works with/supervises volunteers/interns as applicable
- Able to multitask competently and maintain composure under stress
- Must have excellent telephone, written, organizational, and communication skills
- Ability to function independently with little or no supervision and part of a team in a high need, high volume, and production oriented department.

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

ACKNOWLEDGEMENT:

I acknowledge I have received, read, understand and will comply with my job description.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date