

JOB DESCRIPTION

Title: **Medical Records Clerk**

Job Summary: The Medical Records Clerk handles dual functions at National Health Services, Inc. This person initiates medical charts and works closely with front office personnel, personnel and providers staff.

Job Duties:

- (1) Initiates the medical chart, and then he/she is responsible for routing the chart to the appropriate personnel.
- (2) Pull charts daily for patients who are scheduled and make sure that the date of service is stamped on the progress note. Inserts any lab results or other results needed for review by the provider as per policies and procedures established by NHSI and in accordance with licensing and regulatory requirements or as instructed by the clinical staff. Check for patient identifying information on all documents.
- (3) In coordination with established policies makes sure that payor information has been verified for each scheduled patient and that all patients are called the day before to confirm appointments.
- (4) Is responsible for inserting all other documents in patients' charts in accordance with program requirements, policies and procedures established at the direction of the clinical staff such as:
 - (a) O.B. sheets in prenatal chart, and nutrition questionnaire and diet intake.
 - (b) Appropriate growth sheet for age and sex.
 - (c) Problem list, health maintenance sheet and the like.

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- (5) Every 6 months all registrations must be looked up and an update made when necessary; patient should be asked to verify their income at this time, if applicable. At the time the poverty guidelines change, re-registration of all patients will be necessary.
- (6) Pull charts as needed for special audits, peer review, refill requests and such.
- (7) Perform other duties as required, must relief receptionist when needed and perform related duties such as:
 - (a) Transfer old charts to new charts.
 - (b) Place out guide when charts are pulled out.
 - (c) Prepare new charts and have them handy for use as new patients join National Health Services, Inc.
 - (d) Make copies of various forms when required.
 - (e) Mail out requests for records when presented with a properly completed medical release. Make copies of records in response to in-coming medical releases.
 - (f) Order forms and other necessary supplies when needed.
- (8) Promotes and believes in NHSI mission statement "Health for All".
- (9) Ability to relate to the public regardless of ethnic, religious, and economic status.

Qualifications, Education, and Experience:

- (1) High school graduate or equivalent.
- (2) At least two years of specialized experience and/or training in keeping medical records
- (3) Familiar with community health center setting and committed to serve in such activities.
- (4) Ability to work with people and work under pressure.
- (5) Ability to speak read and write Spanish is highly desirable.

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- (6) Familiar with medical terminology, and able to understand it.
- (7) Ability to type at least 45 WPM.
- (8) Possess excellent customer service, reception, and telephone skills.
- (9) Must be well organized and a self-starter.
- (10) Must be willing to work at any National Health Service, Inc., location, other than the assigned site and be agreeable to work weekends, if so needed.
Must obtain a Valid California Drivers License at all times plus proof of insurance, to allow you to be placed in all National Health Services clinics if needed.

Responsible To: Medical Record Supervisor / Senior MA/BOC

Classification: Full or Part Time, Non-Exempt

Approved By: _____

Date: _____