

**TITLE:** Medical Records Specialist  
**CLASSIFICATION:** Hourly  
**HOURS OF WORK:** 20 hours per week  
**REPORTS TO:** Clinic Manager

### **SUMMARY**

The Medical Records Specialist performs duties related to the receipt, scanning, indexing, and destruction of non-electronic health and administrative information. Assumes responsibility and is accountable for adherence to WC policies and procedures, as well as all applicable federal and state laws as they pertain to healthcare and employment.

### **ESSENTIAL DUTIES**

- Accurately sorts medical record documents received daily; scans and indexes materials accordingly, in a timely manner and within established guidelines; ensuring the proper disposition of documents.
- Scans and indexes documents into the EMR. Notifies supervisor of duplicate charts.
- Opens, sorts, and distributes incoming mail and faxes.
- May be responsible for digitizing mammography films under the direction of mammography staff.
- Responsible for protecting Personal Health Information (PHI) and maintaining compliance with WCs Privacy Policy. Uses the minimum PHI necessary when completing assignments.
- Promotes, establishes, and maintains open and effective communications with all members of WC.
- Receives, organizes, prioritizes, stores, and maintains transmittable information utilizing electronic technology.

### **SECONDARY DUTIES**

- May provide support to front office by checking in patients, updating demographics, correcting registration errors.
- May schedule patient appointments according to physician specifications or reschedule patients as needed.
- Answers phones in a courteous and efficient manner, directing calls to the appropriate individual and taking accurate messages.
- Assumes responsibility for various department functions in the absence of staff members or in overload situations.
- Participates actively and helpfully in special committees as assigned by management and/or physicians.
- Completes assigned competency and compliance training as assigned.
- Any other duties as defined by management or physicians.

### **SUPERVISORY RESPONSIBILITY**

This position does not supervise any employees.

### **EDUCATION AND EXPERIENCE**

High School Diploma or equivalent and minimum of one year of related experience; or equivalent combination of education and/or experience. Work related experience should be within the discipline of medical records.

### **COMPETENCIES**

- Exceptional organizational and time management skills to ensure maximum productivity.
- Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense; to carry out instructions; and speak clearly to patients, employees, physicians, and management.
- Ability to deal with moderately complex problems involving multiple facets and variables in non-standardized situations.
- Ability to work with no supervision while performing duties.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

This job operates in a professional medical office environment. Requires the ability to work under pressure and with a diverse population including staff, physicians, patients, vendors, and other members of the public on a regular basis. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will have frequent exposure to contagious diseases; bodily fluids including blood; toxic substances; medicinal preparations and other conditions common to a clinical environment.

This position requires up to 10-20% travel to other WC locations.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Frequently required to talk, hear, and/or communicate, convey or exchange information in a clear and concise manner.
- Frequently required to stand, walk, and/or move about the office to assist physicians, patients, and to accomplish tasks.
- Frequently required push, pull, reach, and/or transport supplies and or equipment to various locations within the office. (10-50 pounds.)
- Rarely required to have full range of body motion in order to assist, move, and/or lift patients. (75+ pounds.)
- Frequently required bend, sit, stoop and stretch.
- Requires close visual acuity to perform an activity such as viewing a computer terminal; reading technical procedures; and analyzing quality of images.
- Frequently uses arms, hands and fingers for grasping, pushing/pulling, twisting/turning of wrists, and manipulating in the performance of various clerical duties such as typing, writing, and maintaining files.