

Medical Records / Health Information Clerk

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Name: _____ Date of Hire: _____

Department Assigned: _____ Supervisor: _____

Shift Assigned: _____ Duty Hours: _____

Purpose of Your Job Position

The primary purpose of your job position is to maintain resident medical records and health information systems in accordance with current federal and state guidelines as well as in accordance with our facility's established privacy policies and procedures.

Delegation of Authority

As **Medical Records/Health Information Clerk**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Miscellaneous Information	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓ = NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (✓ = YES)	MINIMUM Weight Lifting Requirements Apply to Task (✓ = YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = YES)	Performs Function Satisfactorily (✓ = NO)	Needs In-Service Training (✓ = YES)
Duties and Responsibilities							
Administrative Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Receive and follow work schedule/instructions from your supervisor and as outlined in our established policies and procedures.	3						
Assist in organizing, planning and directing the medical records department in accordance with established policies and procedures.	3						
Assist the Medical Records/Health Information Consultant as required.	3						
Maintain minutes of meetings. File as necessary.	3						
Develop and maintain a good working rapport with inter-department personnel, as well as other departments within the facility, to assure that medical records can be properly maintained.	3						
Assist in recording all incidents/accidents. File in accordance with established policies and procedures.	3						
Retrieve resident records (manually/electronically). Deliver as necessary.	3						
Files information such as nurses' notes, resident assessments, progress notes, laboratory reports, x-ray results, correspondence, etc., into resident charts.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Administrative Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Collect, assemble, check and file resident charts as required.	3						
Assist MDS Coordinator in scheduling assessments in accordance with current facility and OBRA guidelines.	3						
Ensure incomplete records/charts are returned to appropriate departments or personnel for correction.	3						
Assist in developing procedures to ensure resident records are properly completed, assembled, coded, signed, indexed, etc., before filing.	3						
Establish a procedure to ensure resident charts/records do not leave the medical records room except as authorized in our policies and procedures.	3						
Maintain a record of authorized information released from charts/records, i.e., type information, name of recipient, date, department, etc.	3						
Abstract information from records as authorized/required for insurance companies, Medicare, Medicaid, VA, etc. in accordance with current Privacy Rules.	3						
Index medical records as directed by the medical records/health information consultant.	3						
Maintain various registries as directed including register for admission and discharge of residents.	3						
Transcribe and type reports for physicians as necessary.	3						
Collect charts, assemble them in proper order, and inspect them for completion.	3						
Pick up and deliver resident medical records from wards, nurses' stations, and other designated areas as necessary.	3						
Batch resident information into the computer and retrieve resident demographic information as appropriate or as instructed.	3						
Answer telephone inquiries concerning medical records functions. Prepare written correspondence as necessary.	3						
Retrieve medical records when requested by authorized personnel (i.e., physicians, nurses, government agencies and personnel, etc.)	3						
Assure that medical records taken from the department are signed out and signed in upon return to the department.	3						
File active and inactive records in accordance with established policies.	3						
Index medical records as directed.	3						
Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Report any known or suspected unauthorized attempt to access facility's information system.	3						
Assume the administrative authority, responsibility, and accountability of performing the assigned duties of this position.	3						
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Duties and Responsibilities (continued)							
Committee Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Perform secretarial duties for committees of the facility as directed.	3						
Collect and assemble/compile records for committee review, as requested, and prepare reports for staff/other committees as directed.	3						
Personnel Functions							
Report known or suspected incidents of fraud to the Administrator.	3						
Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.	3						
Staff Development							
Attend and participate in mandatory facility in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.).	3						
Attend and participate in workshops, seminars, etc., as approved.	3						
Safety and Sanitation							
Report all unsafe/hazardous conditions, defective equipment, etc., to your supervisor immediately.	3						
Equipment and Supply Functions							
Report equipment malfunctions or breakdowns to your supervisor as soon as possible.	3						
Ensure supplies have been replenished in work areas as necessary.	3						
Assure that work/assignment areas are clean and records, files, etc., are properly stored before leaving such areas on breaks, end of workday, etc.	3						
Budget and Planning Functions							
Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc.	3						
Resident Rights							
Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.	3						
Knock before entering a resident's room.	3						
Assure that residents' rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are followed.	3						

Working Conditions

Works in office areas as well as throughout the facility.

Moves intermittently during working hours.

Is subject to frequent interruptions.

Works beyond normal working hours, weekends and holidays and on other shifts/positions as necessary.

Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).

Attends and participates in continuing educational programs.

Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.

Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.

Communicates with nursing personnel, and other department personnel.

Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.

Is involved with residents, family members, personnel, visitors, government agencies and personnel, etc., under all conditions and circumstances.

May be subject to the handling of and exposure to hazardous chemicals.

Education

Must possess, as a minimum, a high school diploma or GED.

Experience

Must be able to type a minimum of 45 words per minute and use dictation equipment. A working knowledge of medical terminology, anatomy and physiology, legal aspects of health information, coding, indexing, etc., preferred but not required.

On-the-job training provided in medical record and health information system procedures.

Specific Requirements

Must be able to read, write, speak, and understand the English language.

Must possess the ability to make independent decisions when circumstances warrant such action.

Must possess the ability to deal tactfully with personnel, residents, visitors and the general public.

Must be knowledgeable of medical terminology.

Must possess the ability to work harmoniously with other personnel.

Must possess the ability to minimize waste of supplies, misuse of equipment, etc.

Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.

Be able to follow written and oral instructions.

Be knowledgeable in computers, data retrieval, input and output functions, etc.

Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.

Must be able to speak and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.

Must function independently, have personal integrity, have flexibility, and the ability to work effectively with other personnel.

Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.

Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Medical Records/Health Information Clerk** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants, tobacco smoke, and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date _____ Signature-Medical Records/Health Information Clerk: _____

Date: _____ Signature-Administrator: _____

Job Position Analysis Information
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¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1** = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2** = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3** = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential Functions Column:

A ✓ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A ✓ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A ✓ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A ✓ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check ✓ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A ✓ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.