

<b>Central California Endoscopy Center</b>  <b>Job Description</b>	<b>Job Title:</b>	<b>Medical Records</b>
	<b>Reports To:</b>	<b>Business Office Manager</b>
	<b>FLSA Status:</b>	<b>Non-Exempt</b>
	<b>Date Revised:</b>	<b>October 2019</b>

**POSITION SUMMARY:**

This position is accountable for patient registration, entering charges, maintain the lobby and visitor areas, answer telephones and perform clerical tasks necessary to support scheduling, coding and billing, and maintain medical records.

**QUALIFICATIONS:**

- High School Diploma or equivalent
- One year of medical records maintenance experience
- Strong ethical and moral character references
- Ability to provide exceptional customer service
- Ability to maintain collaborative working relationships to ensure a positive and productive work environment
- Basic computer skills

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Must be well versed in HIPAA and stay current on any new laws pertaining to Medical Records
- Consistent and accurate analysis of medical records for deficiencies
- Assure all discharged charts are complete and organized by the policies of the facility prior to scanning
- Responsible for scanning all medical records into practice management system according to office policies and procedures, including verifying page count and verification the chart is uploaded to the patient account
- Review all requests for validity prior to releasing medical information to parties requesting information and does so in accordance with office policy and state/federal regulations, including requesting payment from entities requiring copies to be made
- Generate weekly reports for repeat patients, prepare and retrieve charts from physical location, cloud services or the EMR system and organizes by returning date for front desk staff
- Query Clinical staff, including Physicians and CRNA’s for charts with deficiencies
- Process records from cancelled cases and a refile the chart as appropriate
- Responsible for generating procedure log for returning patients with 3 or more prior visits
- Verify monthly all charts are scanned
- Monthly scan reprocessing and path log
- Maintain chart in/out log
- Organize charts for shredding according to polices
- Assure compliance with all appropriate professional, legal, ethical, and regulatory standards/requirements and report back to manager regularly regarding changes
- Responsible for maintaining the medical records room ensuring all charts are filed, neat and orderly
- Enter billing authorizations into the practice management system
- Assist the coder when necessary on issues related to patient files
- Attend all required education
- Regular and predictable attendance
- Perform other duties as assigned

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages

**LANGUAGE SKILLS:**

Ability to understand, read, write, and speak English, if bilingual Center, bilingual language is required. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to successfully write business correspondence. Ability to effectively present information, respond to questions, and professionally interact with healthcare team, clients, vendors, and the general public.

**REASONING ABILITY:**

Demonstrate an ability to recognize and define problems, collect data, establish facts, draw valid conclusions, and correct errors. Ability to interpret a variety of instructions and forms to understand abstract and concrete variables. Ability to think critically using inductive and deductive reasoning.

**PHYSICAL DEMANDS:**

- Ability to sit, stand and walk for long periods of time, i.e., 6-8 hours per day
- Ability to exert maximum muscle force to lift, push, pull, or carry objects up to 50 pounds in weight
- Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously without "giving out" or fatiguing
- Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
- Ability to keep or regain your body balance and stay upright
- Ability to exert yourself physically over long periods of time without getting winded or out of breath
- Ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears
- Specific vision abilities for close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**WORK ENVIRONMENT:**

- Days and hours of work may vary to meet patient and Center needs
- The Center is a well-lit, ventilated and climate controlled environment. The Center may require decreased lighting to meet patient care needs or procedure requirements, such as Procedure Rooms
- Ability to work with medical and office equipment, some of which will have moving parts
- Noise level is usually quiet to moderate
- May have exposure to toxic chemicals and cleaning solutions
- Work in close proximity to patients, co-workers, and physicians

**I have read the job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Center's policies, procedures and code of conduct. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.**

**Employee Name (please print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This document will be placed in the employee's Human Resource file.*