



Job Title: **MEDICAL RECORDS COORDINATOR**

Department(s): Clinical Operations

Position Summary: Responsible for overall coordination of medical records organization and system

Supervision Received: Director of Clinical Operations

Supervision Exercised: None

Hours/Week 40 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- Updates electronic medical records with imaging, diagnostics, incoming referral consults, hospital admissions/discharges, and other required contents
- Sorts documents that come that come via mail and fax to be indexed
- Moves documents from Terminal Server to FremontTempScan for indexing
- Merges or deletes duplicate charts
- Retrieves and returns paper charts from Larson's
- Prepares a minimum of 70 documents per day for scanning
- Index a minimum of 90 documents per day
- Scans and indexes according to NHS workflow and core competencies
- Checks flags, phone notes, emails and documents in the EMR daily and responds in a timely manner
- Secures proper authorizations for copier service. Coordinates with service to ensure dependability of medical record release system
- Faxes/mails medical records to referral specialists and to patients who have made a request
- Maintains charting and scanner supplies
- Maintains patient privacy and confidentiality according to HIPAA rules and regulations, in conjunction with NHS policies
- Keeps current with HIPAA rules and regulations
- In-services/train staffs on new forms and procedures
- Oversees and acts as go-to person for Medical Records Clerk
- Uses time effectively to achieve expected productivity and demonstrates ability to prioritize work

- Uses supplies and other resources, e.g., copier, computer systems, logs, efficiently and effectively

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

PHYSICAL/MENTAL DEMANDS:

These demands are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit, talk and hear
- Uses hands to finger, handle, or feel objects, tools, or controls
- Occasionally required to stand, walk and reach with hands and arms
- Occasionally lifts and/or moves up to 30 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

ENVIRONMENTAL /WORKING CONDITIONS:

These characteristics are representative of those the employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- The noise level in the work environment is usually quiet

EQUIPMENT USED:

- Computer
- Telephone
- Copier
- Scanner
- FAX

EDUCATION/QUALIFICATIONS:

- **Experience**
 - High school diploma or equivalent; graduate of a two-year medical records program preferred
 - HIT certified
 - Team leadership role
 - Good organizational skills
 - Attention to detail
 - Ability to work and communicate effectively with health care team
- **Possesses knowledge of:**
 - Medical terminology
 - Identifying and differentiating clinical reports (x-ray, EEGs, EKGs, U/S)
- **Possesses skill in:**
 - Team leadership
 - Spelling and ability to alphabetize and file numerically
 - Strong computer skills at the level necessary for working efficiently in the company's practice management system, especially in the electronic medical record
 - Good verbal, written and computer communication skills
 - Detailed oriented
- **Possesses ability to:**
 - Plan, organize and multitask
 - Perform job function and make decisions with little direct supervision
 - Use a computer keyboard to type
 - Speak, understand, read and write English at a sufficiently to carry out all essential duties
 - Work independently and as part of a team
 - Work cooperatively and respectfully with others