**POSITION:** Medical Records File Clerk (non-exempt)

**DEPARTMENT:** Medical Records

**Position Purpose**

The Medical Records File Clerk handles dual functions. The Medical Records File Clerk is responsible for maintaining, incorporating, and accurately accounting for all medical records information on each patient.

**Position Responsibilities**

* Must demonstrate the ability to communicate effectively with all members of the health care team, public visitors and associates.
* Able to work independently, be flexible, self-motivated and work well with others.
* Maintains all file clerk duties for the hospital.
* Files all paperwork in the medical record in the appropriate patient’s chart.
* Help locate charts that are requested by any members of the hospital staff and delivers them to the requestor.
* Help maintain log for checking in and out all charts before the chart leaves the business office area.
* Help pull all incomplete charts and incomplete documents for physicians scheduled for surgery the next day.
* Assist medical records team in keeping track of delinquent charts.
* Maintains all boxing and labeling of storage charts.
* Handles confidential information/ issues with professionalism.
* Works closely with all members of Medical Records Department.
* Assists with special projects for the department.

**POSITION REQUIREMENTS**

**Education:** High School Diploma or equivalent

**Licenses and/or Certification:** none required

**WORKING RELATIONSHIPS**

**Position reports to:** Director of Medical Records

**Interpersonal Relationships:** As a representative of Park Place Surgical Hospital, all comments, attitudes and behavior have a direct effect on the facility’s image and perceptions of quality service. Interaction with patients, families, physicians, co-workers, vendors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative and professional. The behavior should promote an atmosphere of teamwork, which is congruent with facility standards and guidelines to promote positive relations. In order to prevent fraud and abuse of Federal and/or State statues, all duties and actions will be performed within the organizational Corporate Compliance Plan and the Code of Ethics.

**Physical Demands:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Percentage of Work Time** | **1-33%** | **34-66%** | **67-100%** |
| Standing/Walking |  | \* |  |
| Sitting |  |  | \* |
| Twisting | \* |  |  |
| Lifting/Carrying | \* |  |  |
| Pushing/Pulling | \* |  |  |
| Climbing (ascending/descending) | \* |  |  |
| Bending/Stooping | \* |  |  |
| Using arm muscles frequently or for extended periods | \* |  |  |
| Using leg muscles frequently or for extended periods | \* |  |  |
| Using back muscles frequently or for extended periods | \* |  |  |
|  |  |  |  |
| **Lifting Requirements** | **1-33%** | **34-66%** | **67-100%** |
| 2-10 pounds | \* |  |  |
| 11-20 pounds | \* |  |  |
| 21-30 pounds | \* |  |  |
| 31-40 pounds | \* |  |  |
| 41-50 pounds | \* |  |  |
| 51 pounds or more | \* |  |  |

* Bending, pushing, pulling, and lifting equipment of various weights and sizes.
* Walking and standing most of the time.
* Frequently required to lift and /or move up to 25 pounds.
* Occasionally required to loft and /or move up to 50 pounds of department supplies and equipment.
* Occasionally may need to move supplies or equipment over 75 pounds.
* One must exhibit critical thinking skills, communication skills and complex decision making skills.
* One may be subject to unpleasant odor and sights and may require the wearing of Personal Protective Equipment (PPE) as some tasks involve exposure to blood, body fluids or tissues.
* Good speech, hearing and sight (including visual acuity and color perception) and sense of smell are essential.

Disclaimer: While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example- emergencies, staffing changes, etc.)

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_