**POSITION:** Medical Records Scanning Clerk / Facility Courier (Non-Exempt)

**DEPARTMENT:** Medical Records

**Position Purpose**

The Medical Records Scanning Clerk/ Facility Courier handles dual functions and is responsible for maintaining, incorporating, and accurately accounting for all medical records information on each patient

**Position Responsibilities**

* Intercept phone calls from every department needing medical records
* Deliver medical records to any and every department requesting records throughout the workday
* Pick up medical records throughout the workday from all patient care units and delivering to proper area
* Pull daily anything for physicians or staff that needs to be completed and deliver to the appropriate area for completion and pick up
* Scan in all complete paperwork and reports into patients charts into Evident
* Fax operative reports completed in Evident to the appropriate physician office
* Assist information desk by delivering anything that needs to be brought to business office
* Assist business office in delivering supplies or paperwork that need to be delivered to different departments

**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 (i.e., emergencies, staffing changes, etc.)

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

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

Rev 05/04/2020, 04/05/2022