

## **Northwest Colorado Health**

### **Medical Records Technician**

#### **General Statement of Duties:**

The Medical Records Technician is responsible for the validity and accuracy of the medical records for the Community Health Center (CHC). This person conducts job duties with regard to ethical and legal standards of medical records practice as well as assists with administrative functions of the CHC. The Medical Records Technician works in close cooperation with the clinical team to assure that incoming medical records are filed appropriately and are easily accessible for the clinical team.

#### **Supervision Received:**

Works under the general direction of the Care Coordination and Medical Records Manager.

#### **Supervision Exercised:**

None.

#### **Essential Functions:**

1. Is responsible for the quality and content of a client's electronic medical record, from admission to discharge including referral information.
  - Organizes, maintains, and files medical records documents in patient charts using developed and established systems as set by the agency.
  - Participates in record auditing.
2. Is responsible for the process of releasing Protected Health Information (PHI) from and to an Agency, assuring that HIPAA rules and regulations are adhered to.
  - Maintains the storage of Medical Records per state and federal regulations, and agency policy.
  - Tracks and follows-up on delinquent Medical Records until complete.
  - Attends to medical information requests from outside agencies; obtains necessary medical information from outside agencies as requested by CHC.
3. Performs general medical record duties which may include any combination of the following:
  - Performs all clerical duties related to the processing of requests related to the medical records, and skilled staff (i.e. answer telephone, typing, referral intake, and all miscellaneous clerical).
  - Assist with special project record keeping.
  - Attends CHC meetings and activities.

*This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

**Education:**

High School Diploma or equivalent required. College degree preferred, not required.

**Experience:**

One year experience in a health care facility and/or medical records department preferred, not required. Ability to efficiently multitask preferred.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. TB Test upon hire.

**Skills:**

1. Ability to identify medical records, and place them in the appropriate folder in an individual's medical chart.
2. Medium to advanced computer skills.
3. Ability to accurately compile reports and rosters
4. Ability to handle multiple tasks.

**Knowledge:**

1. Knowledge of medical terminology.
2. Knowledge of medical records policies and procedures.

**Abilities:**

1. Conduct job duties with regard to ethical and legal standards of medical records practices.
2. Performs clerical functions as needed.
3. Professional manner in dealing with confidential records as well as in dealing with internal and external customers

**Equipment:**

1. Daily use of multi-line telephone, copier, fax, typewriter, computer, shredder, and other office equipment.

**Working Conditions:**

1. Job involves sitting, standing, reaching, or bending to file or retrieve various medical records, etc.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

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