

## Northwest Colorado Visiting Nurse Association

### Medical Records Technician

**General Statement of Duties:**

The Medical Records Technician is responsible for the custody, auditing, insurance verification, supervision, filing, and indexing of 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.

**Supervision Received:**

Works under the general direction of the Director of Health Center.

**Supervision Exercised:**

None.

**Essential Functions:**

1. Is responsible for the quality and content of the medical record, from admission to discharge.
  - Organizes, maintains, and files medical records documents and patient charts using developed and established systems as set by the agency.
  - Identifies and codes CHC medical records for the purposes of reimbursement, research, and compliance with federal regulations according to diagnosis, operations(s), procedures(s), using the ICD-9 CM classification systems.
  - Prepares Medical Records and compiles data for monthly billing, completes and submits to Claims Processor per policy.
  - Participates in record auditing.
  
2. 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).
  - Creates and maintain master client file and index system. Assigns client ID number to the medical records.
  - Maintains the storage of Medical Records per state and federal regulations, and agency policy.
  - Track and follow-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.
  - Requisitions medical records forms and supplies; collates new permanent, field medical record charts, and patient information folders.
  - Assist with special project record keeping.
  - Attends CHC meetings and activities.

3. Processes admissions following agency procedures and assists with completion of admission forms both general and financial, insurance verification, and discipline coordination.
4. Organizes, develops and maintains CHC statistical record systems as needed. Maintains internal reports and rosters.

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.

**Experience:**

One year minimum recent experience in a health care facility and/or medical records department required.

**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 file charts and records into client charts by using alpha system.
2. Ability to verify, negotiate, and follow-up with private insurance companies.
3. Ability to use the ICD9-CM classification system.
4. Basic computer skills.
5. Ability to accurately compile reports and rosters for Home Health and Hospice department.
6. 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 all clerical functions in the home health and Hospice department.
3. Professional manner in dealing with confidential records.

**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.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

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