

Preferred Surgicenter, LLC

Medical Records Clerk

JOB DESCRIPTION

Job Summary: Under immediate supervision, maintains patient files and statistics; responds to requests for medical records; performs clerical duties.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

1. Maintains patient files and retrieves files for scheduled appointments; files study patient charts; files all patient data upon receipt of information; initiates records for new patients and creates computer index; prepares file labels; maintains filing statistics; audits filing sequence.
2. Responds to requests for medical records; processes letters and reports; answers and directs telephone calls.
3. Retrieves patient schedules from computer system; distributes lab reports to physicians, and materials to other departments; requests information from various departments; responds to correspondence requests.
4. May photocopy records and documents for billing and/or legal services; sends and receives information via facsimile machine.
5. Keeps supervisor informed of problems or issues; monitors supplies needed; performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge of modern office equipment
- Interpersonal/human relations skills
- Organizational skills
- Telephone etiquette skills
- Ability to maintain records and files
- Ability to operate personal computer
- Ability to maintain confidentiality
- Ability to exert physical effort maintaining and distributing files

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

High school diploma or equivalent, with no experience required; three (3) months of medical office experience preferred.