Medical Records Clerk Job Description

Our company is growing rapidly and is looking to fill the role of medical records clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for medical records clerk

- Completes all scanning as needed
- Gather necessary information for the Florida Quarterly AHCA State reporting
- Additional administrative projects as requested
- Uses discretion at all times to ensure patient confidentiality
- Processes medical records requests from various sources
- Assists with the annual review of stored records to facilitate the purge of inactive documents
- May assist with rescheduling patient appointments
- May assist with maintaining inventory and supplies
- Assists with departmental mailings, including patient medical records
- Responds request for medical records from attorneys, Social Security Administration, and other health care facilities

Qualifications for medical records clerk

- Able to work in multiple computer software
- Completion of a Health Information Technology program or Medical Administration program is strongly preferred
- Knowledge of assigned program activities guidelines and processes
- One year experience as a Unit Secretary in a hospital setting preferred
- Pass Unit Secretary Test with a minimum score of 80%
- General data entry and computer skills

Being A Medical Records Clerk

Ensheng Dong

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