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| Job Title: | | Medical Records Clerk | | FLSA: | Non-Exempt | |
| Department/Group: | | Administration | | Reports To: | VP Quality Improvement & Corporate Compliance /Compliance Officer | |
| Location: | | Maysville | | Travel Required: | Yes | |
| Position Type: | | Full Time | | | | |
| HR Contact: | | Mary Breeze | | Date posted: |  | |
| Will Train Applicant(s): | | Yes | | Posting Expires: | ----- | |
| **Job Description:** Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records. | | | | | | |
| Applications Accepted By: | | | | | | |
| Drop off at Comprehend Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  [mbreeze@comprehendinc.org](mailto:mbreeze@comprehendinc.org) | | | |
| Job Description | | | | | | |
| **Role and Responsibilities**   * Disperse and monitor records being released to various entities: copy, log, stamp and send or give to therapist is appropriate. * Provide HIPAA training for agency to new employees and routinely as requested by HR * Responsible for organizing, managing, scanning and purging paper records as indicted * Audit EMR for deficiencies/discrepancies and provide report to program directors weekly * Certify records for court and accompany them as guardian if indicated * Monitor timeliness of discharging clients and chart closure * Conduct Medical Records review for authorized auditors * Complete data report as requested * Responsible for maintaining agency voter registration * Responsible for coordinating the annual Customer Satisfaction Survey   **Qualifications and Education Requirements**   * High School Diploma with medical records experience. * Associates degree or higher preferred.   **Physical Requirements**   * Ability to lift 20 lbs, sit, stand, and walk frequently throughout a day   **Special Requirements**   * Computer skills * Valid Driver’s license and satisfactory motor vehicle record | | | | | | |
| Reviewed By: | Director Quality Improvement & Corporate Compliance/Compliance Officer | | | Date: | 03/16/2017 | |
| Approved By: | Human Resource | | | Date: | 03/16/2017 | |
| Employee Signature: |  | | | | |
| Last Updated By: | 03/16/2017 | | | | |