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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 Office611 Forest Avenue Maysville KY, 41056 | Email: 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
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| 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 |