



Today's Date: December 3, 2018

Job Listing: Medical Records Clerk, Billing Office: Ottumwa, Iowa

Summary: Position is responsible for maintaining, incorporating, and accurately accounting for all electronic medical records information on each individual patient.

Duties and Responsibilities:

1. Manages all release of information requests and maintains accurate documentation of information released.
2. Receives incoming medical records, attaches to the patient's electronic medical record for provider to review and sign.
3. Reviews outside medical records for completeness of requested records; routes record to appropriate medical department; compiles, verifies, and files in electronic medical record.
4. Prepares electronic medical records of newly established patients.
5. Schedules appointments using GE Centricity computer system.
6. Participates in quality assurance projects to ensure electronic medical records system is accurate for special audits, peer review, and other projects.
7. Maintains the upkeep of copy and fax machine.
8. Actively seeks projects to assist other staff with, and follows through with projects.
9. Successfully resolves patients concerns and elevates concerns to supervisor without expressing frustration to patient.
10. Maintains confidentiality and protected health information according to River Hills CHC policy, federal, state and local regulations.
11. Maintains confidential work space, and attempts to ensure patient medical information is shared with only those with a "need to know" information.
12. Familiar with OSHA standards
13. Scan and route all documents to the appropriate providers.
14. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.
15. Works closely with clinical/reception staff to ensure appropriate records are requested and obtained.

General

1. Participates in maintaining continuous quality improvement.
2. Maintains equipment and supplies needed.
3. Participates in internal CHC meetings and in-service trainings as scheduled.
4. Participates in professional continuing education.
5. Establishes and maintains effective working relationship with other clinic personnel.
6. Handles confidential information with tact and discretion on a need-to-know basis as specified in CHC's Human Resource Policies.
7. Follows established policies and procedures.
8. Demonstrates an understanding of the importance of CHC's Mission Statement in performing all aspects of this position.
9. Performs other duties as assigned.

Minimum Qualifications:

Education: High School graduate or equivalency. Completion of a Health Information Technology Program and 2 years of experience preferred.

Knowledge, Skills, and Abilities:

1. Ability to prioritize and process information quickly and accurately.
2. Knowledge of medical terminology.
3. Good organizational skills.
4. Good communication skills.
5. Good computer skills.
6. Knowledge of HIPAA regulations.

Working Conditions: Moderate to busy office with frequent interruptions.

Physical Requirements: While performing the duties of this Job, the employee is regularly required to use hands and fingers, to handle, feel and reach with hands and arms. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

This job description is intended to describe the general nature and level of work performed by the individual assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Supervisor: Billing Manager.

Deadline: Position will remain open until a pool of qualified applicants is received.

Submit cover letter, resume' and three references to Steve Haigh, HR Director at recruiting@riverhillshealth.org

Or, mail to:

River Hills CHC
PO Box 458
Ottumwa, Iowa 52501

River Hills CHC offers a competitive wage and full benefit package.