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**POSITION DESCRIPTION**

**JOB TITLE:** Medical Records Specialist

**REPORTS TO:** Administrative Services Supervisor

**STATUS:** Non-exempt (hourly)

**LOCATION:** Medical Clinic

SCHS is a 90-100 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.*

**ROLE:** This individual is responsible for a variety of clerical and filing duties including scan and index medical records to the appropriate chart. Release information to patients, healthcare facilities and other entities following state and federal laws.

**JOB DUTIES:**

* Coordinate medical record flow. File patient records for appointments electronically, case management, laboratory and x-ray results and audits.
* Retrieve external records as needed for patient care and close referrals linking results back to the orders.
* Collect, prepare, scan and index documents into EMR.
* Audit medical records to assure all reports, dictations and other information are inserted and provider entries are complete.
* Manage incoming fax documents by routing them appropriately to scan folders, patient advocates, nurses or print for provider review.
  + Enter ED reports/Newborn/Post-partum Discharge summaries into Emergency Report Excel File.
* Route forms to providers for review and signature and maintain a tracking sheet.
* Manage, process release of information forms and send patient records to requesting party after receiving appropriate consent to release protected health information.
* Comply with federal HIPAA regulations and practice policies for the privacy and security of patient information.
* Maintain files and records in a confidential manner.
* Report issues or trends to supervisor.
* Attend and participate in staff meetings and committees.
* Provide Referral Specialist back up if needed.
* Assist with other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Confidence, professional judgment, and grace under pressure.
* Works well both independently and as part of a team.
* Good verbal and written communication skills.
* Flexibility--nimble in response to an evolving workload.
* Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
* Excellent time management and organizational skills.
* Attention to detail.
* Able to read, understand and follow oral and written instructions.
* Ability to establish and maintain effective working relationships with staff.
* Skilled at computer programs and applications.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).

**MINIMUM QUALIFICATIONS:**

* High school graduate or GED.
* Completion of a medical terminology course.
* Minimum of one year of general clerical and computer experience and/or training in medical records.
* Typing of 40 wpm.
* Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

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Name Signature Date

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