

Job Title: TRINITY HOSPITAL (owned and operated by Mountain Communities Healthcare District)
Medical Records Clerk

FLSA Status: Non-exempt

Location: Health Information

Supervisor: Manager of Health Information

Category: ___Regular ___Part-time ___Casual ___Temporary

Note: Regular, part-time, casual and temporary categories of employees are defined in the Employee Handbook. For a temporary employee, the nature of the position is for a specified amount of time. For the casual employees, the work hours are intermittent (variable based on hospital needs). Temporary and casual categories are not entitled to certain benefits, as per the Employee Handbook.

1. **Scope and Range of Responsibility:** The Medical Records Clerk is responsible for performing a variety of specialized clerical, data entry/inquiry and reception tasks inherently associated with a centralized hospital health information department. The degree of difficulty of the tasks and the amount of responsibility may be greater than that of an entry level position. The clerk will routinely rely on established policies and procedures and expected to apply these appropriately to the circumstances at hand.
 2. **Organizational Structure:** The incumbent's supervisor is the Manager of Health Information. The Manager of Health Information is responsible to the Director of Patient Financial Services.
 3. **Mission Elements of Mountain Communities Healthcare District:** MCHD provides patient care to residents of Trinity County. In addition, we offer a full-service emergency room, OR services, acute care, a skilled nursing facility, a health clinic and a dental clinic. It is our mission to provide excellent patient care and customer service to all who walk through our door.
 4. **Position Responsibilities and Duties:** *Position Responsibilities* are rated as part of the employee's competency-based performance appraisal. Within the parameters established by the Chief Executive Officer, and approved policies and procedures, the incumbent is assigned the following position responsibilities and duties:
 - Knowledgeable/courteous resolution of phone/customer/peer requests
 - Demonstrate attention to task and complete follow up
 - Observe rights/confidentiality of patients/peers/hospital business in all matters
 - Correspondence and Release of Information, legal processes (Subpoena and/or court order)
 - Create, organize and distribute patient chart forms
 - Purchase and track supplies for the Health Information Department
 - Timely maintenance and knowledge of purge and destruction of patient charts
 - Admissions, scheduled surgeries, cardiovascular record chart processing
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- IP chart analysis for MD documentation, deficiencies and proctorship
- Transmit completed review sheets to Medical Staff Coordinator
- Assign IP and OP chart deficiencies to CRIS for keying
- Reanalysis and reassigning charts after physicians have resolved deficiencies
- Completion of general warning and suspension letters and distribution to appropriate persons
- Pull incomplete and/or delinquent charts for physicians when required
- Knowledge of chart flow, assembly, coding, analysis and filing
- Transcription report charting appropriately, distribution of physician's orders
- Quarterly OSHPD ER/Amb Surg State reporting
- Semi-annual OSHPD INPT state reporting
- Coding CL/Op chart processing (non-certified coders)
- Coding INPT chart processing (non-certified coders)
- Review and process hold status list for chart completion
- Demonstrate responsibility and accountability for own actions
- Timely maintenance of designated file area/number range
- Observe hospital policy, maintain safe work environment, practicing safe body mechanics
- Demonstrates appropriate communication skills with supervisor and co-workers
- Observe safety, sanitation, hazardous waste policies and procedures
- Attend AER annual and department meetings as scheduled
- Demonstrates knowledge, skills necessary to interact appropriately with adults of all ages
- Understands the Mission and Philosophy of Trinity Hospital, formulates and maintains a professional working relationship with the entire healthcare team, patients and family members
- Coordinates and participates with various employee groups and teams, CQI, etc as assigned
- Other duties as assigned

5. Qualifications:

- High School Diploma or equivalent
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- Minimum of one year medical records experience preferred
- Minimum of one year of office or hospital clerical experience

6. **Position Knowledge:** Knowledge of ICD-9-CM and CPT coding; knowledge of alphabetic and terminal digit filing systems; knowledge of medical terminology and anatomy and physiology, the English language and its punctuation and spelling; knowledge of medical transcription. Must be able to organize, prioritize manage time and meet deadlines. Ability to work well alone and/or with a group, and with or without direct supervision. Ability and understanding to maintain a high level of confidentiality. Must be able to work well with patients, vendors and agencies from both the private and public sector. Computer knowledge and ability to use software, including Word, Excel and the Internet. Ability to type accurately and operate a phone system.

7. **Work Conditions:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Walking, standing, pushing, pulling and lifting in general office area. Must be able to work in spite of frequent interruptions. Must have ability to read work product of others, computer/monitor screens and printouts. May have moderate exposure to communicable diseases and blood borne pathogens, and rare exposure to toxic substances. Must be able to perform complex mathematical analysis and calculations. Must exhibit high level of concentration and attention to detail. Must have the ability to work with a team, prioritize work. Interactivity with others is professional and appropriate.

8. **Other Position Requirements:**

- Must agree to and pass a criminal and civil background check and OIG Screening
- Must agree to and pass a pre-employment substance abuse screening
- Must agree to and pass a pre-employment physical and two-step TB test
- Must be able to provide "right to work" documentation upon appointment

Supervisor: _____

Signature: _____

Date: _____

Employee: _____

Signature: _____

Date: _____

Copy to: Employee's Personnel File

