



Administrative Specialist II / Medical Records

Dorchester County, SC

Summary

Under supervision of Clinic Administrative Assistant, performs a variety of duties for the multi-program clinic, including direct contact with clinic clientele and staff. Independently performs a variety of advanced duties involved in the operation of the Preventive Health, Immunizations, and Medical Records programs. Uses knowledge of operations and program processing of information to assist all programs in maintaining a quality and comprehensive medical record.

Job Requirements

- Performs all Administrative duties required to provide Preventive Health/Immunization services to authorized clients. Includes: completes intake and out-take of patient data, conducts Medicaid eligibility interviews and facilitates client FPMA applications.
- Signs out through CARES all appointed patient records for scheduled clinics, informing clinics as to the location of the records. Pulls records for all walk-in patient and scheduled patients in a timely manner. Maintains proper record format and follows guidelines relating to medical records. Responsible for archiving records annually following retention/storage rules. Files loose materials, labs and all other correspondence in records. Identifies , investigates and corrects duplicate patient numbers/health records to ensure one number per patient.
- Back-up Front Desk Receptionist. Knowledgeable in all program areas.
- Answers incoming calls concerning new patient numbers, location of records, record requests and transfer requests from all Region clinics. Assists multidisciplinary staff with charts and other medical records needs.
- Performs daily color-coding of records for filing terminal digit. manually retrieves, verifies and updates pertinent patient information on the health service record, health record folder and master list for all clinic programs.
- Bills Medicaid, Private Pay, and other third party billing systems. Financially screens all clients appropriately. Collects payments if applicable, and prints cash drawer daily in



accordance with DHEC policies and clinic procedures. Maintains correct change fund balance.

- Provides quality customer service in a culturally competent manner in face-to-face and/or telephone encounters and maintains client confidentiality.
- Ensures official DHEC forms are placed in the proper chart order in accordance with DHEC policy. Interviews clients per clinic guidelines, establishes client record and retrieves/returns charts to medical records..
- Submit SCEIS, PCAS, leave requests, required monthly reports in a timely manner. Other duties as assigned.

Requirements:

- *State Minimum Requirements:* A high school diploma. Related clerical experience may be substituted for a high school diploma.
- Institutions of Higher Learning must be recognized by the Council for Higher Education Accreditation.
- *Agency Additional Requirements:* A high school diploma and two years of clerical office experience or an associate's degree in secretarial science or a related field. Applicants indicating college credit or degree(s) on the application may upload an unofficial copy of the transcript as an attachment to the application. Please note that the agency will require an official, certified copy of the transcript or diploma prior to hiring.

Preferred Qualifications

- Experience providing customer service in a medical office environment preferred.

For more Information / To Apply:

<https://www.governmentjobs.com/careers/sc/jobs/3007464/administrative-specialist-ii-medical-records?keywords=contact%20tracer&page=2&pagetype=jobOpportunitiesJobs>

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