

Medical Records Clerk

Redeemer Health

Job Location: Meadowbrook, PA

Full Time/Days

JOB SUMMARY:

The Medical Record Clerk II is responsible for preparation, scanning, indexing, reindexing interfaced documents to the correct billing number and quality control process for all inpatient and outpatient discharged records on a daily basis. The Medical Record Clerk II is responsible for meeting quality and quantity expectations related to job functions. The Medical Record Clerk II is responsible for the review of the medical record and assignment of deficiencies to assure compliance with Rules and Regulations of the Professional Staff, JCAHO and DOH rules and regulations for record completion. The Medical Record Clerk II will be responsible for monitoring and processing transcription transmissions, including corrections of demographic information, sorting and mailing of confidential copies. Job responsibilities also include record pickup, handling requests for patient care related release of information, handling of internal and external telephone calls to the department, and front desk coverage. Performs duties in support of the Medical Center mission to ensure the highest quality of patient care in an economically sound and efficient manner.

MINIMUM REQUIREMENTS:

- Must be detail oriented, with good verbal, written communication and computer skills, interpersonal and customer friendly skills, ability to operate PC-based software, familiarity with operating scanning software/equipment, understanding of JCAHO and DOH rules and regulations for record completion.
- Knowledge of Medical Terminology is preferred. Up to and including 1 year of experience in the medical field is preferred.
- Ability to work under pressure and time constraints.
- Must be able to understand and follow written and verbal instruction.
- Must demonstrate initiative and ability to work with physicians and other healthcare providers with cooperation and flexibility to enhance patient care delivery by assuring timely and accurate access to medical records.
- The team member has access to patient medical information, involved in ensuring the integrity of the legal medical record and must strictly uphold patient confidentiality.

EDUCATION/LICENSES/CERTIFICATIONS:

- Must be a high school graduate, GED, RHIT preferred.

FOR MORE INFORMATION/TO APPLY:

<https://www.redeemerhealthcareers.org/job/31040/Medical-Records-Clerk>