

# Medical Records Technician

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Job Location: McLaughlin, SD

Full Time/Days

### JOB SUMMARY:

- Assembles medical hard charts in proper sequence ensuring all necessary forms and documents are present. Reviews records for completeness, accuracy, and for compliance with hospital policy, procedure, and accreditation standards.
- Scanning documents into the electronic health record (EHR) using Vista Imaging "Capture" and "Display" software. Performs tasks related to receipt, scanning, indexing, and filing of patient records according to hospital policy, procedure, and accreditation standards.
- Performs chart analysis/audits on all PCC forms. Requires follow-up with providers for corrections and tracking the original PCC form that is sent back for correction. Scans PCCs to the contractor and tracks all scans on log sheet.
- Processes routine requests for Release of Information (ROI) that present in-person, mail, fax, and/or phone. Ensuring positive identification and authorization before releasing protected health information (PHI). Selects and compiles information from medical charts and/or the electronic health record (EHR); prepares correspondence for fax, mail, or personal pickup. Tracks released information in the ROI data base and/or spreadsheet.
- Retrieval, delivery, and re-filling of medical hard charts. The medical chart must be delivered to the appropriate clinic or department within a few minutes after the patient presents. Charts must also be delivered to staff for chart reviews when requested.

### MINIMUM QUALIFICATIONS:

- Your resume must demonstrate at least one (1) year of specialized experience equivalent to at least the next lower grade level in the Federal service obtained in either the private or public sector performing the following type of work and/or tasks:
  - GS-4: one year of general experience. General experience is progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.
  - GS-5: one full year of specialized experience equivalent to at least the GS-04 grade level that equipped me with the knowledge, skills and abilities to successfully perform the duties of this position. Examples include: performing a variety of medical records tasks, developing, maintaining and monitoring special registries, assembling, analyzing, abstracting, reporting, maintaining, and extracting medical records information. Organizing and checking medical records for completeness, accuracy, and compliance with regulatory requirements. Using automated records systems.

### FOR MORE INFORMATION/TO APPLY:

<https://www.usajobs.gov/job/734388300>