

# **Medical Records Technician**

## **Department of Health and Human Services**

Job Location: Naytahwaush, MN

Full Time/Days

### **JOB SUMMARY:**

- This position reports to the Medical Record Administrative Specialist or Designee.
- Validates records for completeness, accuracy and integrity.
- Responsible for maintaining the medical records files, requesting inactive medical records from the Federal Record Center in accordance to their current procedure.
- Processes requests for medical information from patient's chart for outside agencies. Applies judgment in determining what is needed, whether the information may be released.
- Scans documents into the Electronic Health Record to keep primary providers aware of current patient status.
- Imports documents from a file folder into the Electronic Health Record.

### **General Experience:**

Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

### **Specialized Experience:**

Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements. Your resume and any documents submitted will be retained for 8 months and may be used at any time during this period. After 8 months, you must reapply to this announcement in order to be considered.

### **Education:**

This position has an education requirement. You are strongly encouraged to submit a copy of your transcripts or a list of your courses including titles, credit hours completed, and grades. Unofficial transcripts will be accepted in the application package. Official transcripts will be required from all selectees prior to receiving an official offer.

Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education may be credited. Applicants can verify accreditation at the following

If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

### **FOR MORE INFORMATION/TO APPLY:**

<https://www.usajobs.gov/job/842071800>