



Job Title: Medical Records Clerk	Classification: non-exempt # Hrs. Wkly: 40
Reports to: Area Manager / Home Health Operations	Date: 6/14 Updated: 1/17

Position Overview:

Responsible for maintaining all client records.

Principal Duties:

- Accurately files all forms in the medical records of all payer classes, including billing statements, as required.
- Monitors timeliness of physician orders for signature and notifies manager before order is out of compliance any difficulty in obtaining signed order.
- Initiates the medical chart
- Delivers and retrieves mail to physicians' offices as needed.
- Purges discharged travel charts and integrates information into permanent clinical record.
- Maintains adequate par level of forms.
- Perform other duties as required, must relief receptionist when needed and perform related duties such as:
 - Transfer old charts to new charts.
 - Prepare new charts and have them handy for use as new patients join Generations Home Health Care, Inc.
 - Make copies of various forms when required.
- Performs data entry and other duties as assigned.

Qualifications and Skills:

- High school diploma
- Familiar with medical terminology, and able to understand it.
- Ability to type at least 45 WPM
- Must be well organized and a self-starter
- Proficient with Microsoft word, excel

Physical Demands/Environment:

- Limited disruption of routine, and minimal overtime.
- Limited safety hazards.