



Medical Records/Health Information Clerk

POSITION OBJECTIVE/SUMMARY: The Medical Records/Health Information Clerk is responsible for the maintenance of patient medical records which include: checks/controls/files incoming and outgoing patient medical records to ensure the adherence to utilization procedures assembles patient medical records in proper sequence and ensures all forms and documents are present, accurate and complete according to Kedren's operational, state and federal regulatory requirements.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- At least 1-2 years experience as a patient medical records clerk in a hospital environment preferred.
- General office experience which include; filing and data entry.
- Must be able to tolerate standing, stooping, bending, and reaching significant periods of time. Ability to push patient medical records file cart and lift up to 25 pounds.
- Good verbal and written communication, interpersonal skills, and the ability to interface with all levels of management and associates while building strong relationships.
- Must have the ability to multi-task, problem solve, handle confidential information, meet deadlines and follow through on work assignments in a fast-paced environment.
- The ability to work additional hours and work on special projects as needed.

GENERAL STATEMENT OF FUNCTIONS:

- Conducts open chart audits in the Acute Psychiatric Unit
- Checks, controls and files incoming/outgoing patient medical records to ensure adherence to utilization procedures.
- Assembles patient medical records in proper sequence and ensure all forms and documents are present, accurate and complete according to the Agency's operational, state and federal regulatory requirements.
- Processes and retrieves patient medical records per clinician and/or departmental request in a timely manner.
- General office duties include: answering incoming calls, filing, photocopying, data entry, faxing etc.
- Practices confidentiality in all employee, client, and management records related matters.
- Assist in preserving of Kedren's mission, goals, and objectives; and help management in establishing its internal service delivery goals and objectives that are consistent with the organization's public service mission statement.
- Participates in the fundraising activities of Kedren.
- Assists in other duties and special projects as assigned.

Job Type: Full-time

At Kedren we Value Workforce Diversity AND EOE M/F/D/V.