



Medical Records Clerk

Job Title:	Medical Records Clerk
FSLA Classification:	Non-Exempt
Department:	Administration
Supervisor:	Center Manager

Job Summary

Under the supervision of the center manager/operations supervisor, the Medical Records Clerk is responsible for initiating medical charts and works closely with the front office personnel, personnel and providers staff. The Medical Records Clerk also maintains participant's files and statistics, responds to requests for medical records and performs clerical duties.

Essential Job Functions

- Organize and maintain medical records by collecting information about participants: including test results, diagnoses, exam results, recommended treatments, prior medical history and other relevant data.
- Maintains participant's files and retrieves files for scheduled appointments; file study patient charts; file all participants' data upon receipt of information; initiate records for new patients and creates computer index; prepare files labels; maintain filing statistics; audit filing sequence.
- Serve and protect Fresno PACE by adhering to professional standards, Fresno PACE policies and procedures, federal, state, and local requirements.
- Enhance medical records and Fresno PACE reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Serve as front coverage for front desk coverage.
- Keep supervisor informed of problems or issues.
- Retrieves participants schedules from computer system; distribute lab reports to physicians, and materials to other departments; requests information from various departments; responds to correspondence requests.
- Participate as a member of the interdisciplinary team and in the initial, semi-annual, unscheduled, and annual assessments; attend morning updates and report changes in participants' baseline status to appropriate staff as needed
- Involved in the development and implementation of QAPI activities.



Non-Essential Job Functions

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- Accept assigned duties in a cooperative manner and perform all other related duties as assigned by supervisor.
- Be flexible in schedule of hours worked, including overtime, scheduled weekends, holidays, and rotating shifts when necessary.
- Participate and assist in marketing the center to prospective participants.
- Maintain a neat, clean professional appearance.

Experience

- Minimum of one (1) year of documented experience in working with a frail or elderly population.

Knowledge, Skills, and Abilities

- Ability to cope with mental and emotional stress related to the position.
- Function independently, have flexibility, and personal integrity.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads.
- Effective written and oral communication skills.

Education and Certification

- High school graduate or equivalent.
- Current driver's license in the state of California.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

Acknowledgment:

I have read the above Medical Records Clerk job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.



I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.

Employee Signature

Date

Fresno PACE Representative

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Written Date	08/01/2014	Revised Date	
Reviewed Date	06/21/2017	Discontinued Date	
Approved By and Title: QAPI Committee			