

## **Health Records Clerk**

---

<b>Job Title:</b>	Health Records Clerk
<b>FLSA:</b>	Non-Exempt
<b>Department:</b>	Clinical
<b>Supervisor:</b>	Clinical Services Program Director

### **Job Summary**

Under the supervision of the Clinical Services Program Director, the Health Records Clerk is responsible for initiating health records charts and works closely with the front office personnel, providers, and staff. The Health 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 health 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 and documents 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 Innovative Integrated Health, Inc. (IIH). Adhering to professional standards, IIH policies and procedures, federal, state, and local requirements.
- Enhance health records and the reputation of IIH by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Serve as back-up coverage for front desk staff.
- 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.

### **Other 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.

### **Core Values**

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

### **Acknowledgment:**

**I have read** the above Health 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 IIH 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, IIH 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 IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
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.