

## GENESEE COUNTY

### SENIOR MEDICAL RECORDS CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for organizing, assembling and maintaining medical records and charts, reviewing them for accuracy and completeness in accordance with established hospital, health policy and practice. Work involves abstracting and analyzing information from medical records and coding and entering data in the electronic medical records system. The work is performed under the general supervision of a higher level Supervisor. Supervision is not a typical responsibility, however, directing clerical staff in the filing or retrieval of charts may be exercised. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Organizes, assembles and maintains contents of medical records in accordance with prescribed procedure and ensures completeness of patients' files;  
Transcribing clinical data as created by clinical staff, psychiatrists, and psychologist and nurse practitioners;  
Analyzes medical records to ensure that all required information is documented and notes deficiencies for missing data to be completed by attending physicians or other staff;  
Enters such data as diagnosis, treatment, admitting and discharge dates, length of stay, etc. in the medical records system;  
Controls the retrieval and return of medical records to the file room;  
Prepares and records material subpoenaed for court hearing and trials, and follows up to ensure their return to the central file room;  
Abstracts information from medical records to compile reports and statistical information, as assigned;  
Contacts other hospital personnel for missing information or clarification to ensure accurate and complete documentation;  
Files, copies and performs related clerical duties for the maintenance of an effective medical records system;  
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;  
Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive).

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Good knowledge of medical terminology; working knowledge of the principals of the unit medical record system and its operation. Familiarity with phonetic, alphabetic and numeric filing systems; ability to categorize information; ability to understand and carry out complex oral and written directions; ability to work effectively with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments; ability to establish good working relationships with physicians and other staff members; ability to maintain confidential information as such; good judgment; thoroughness; dependability; tact; courtesy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND** two (2) years of full-time, paid experience where the primary function of the position was working with medical records in a health care setting.

**NOTE:** Part-time, paid experience as defined above will be considered on a prorated basis.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class  
Adopted 9/30/16