



Job Title	Medical Records Specialist	Job Code	HS0727
Pay Plan	USPS	Pay Grade	13
Union	AFSCME	Union Code	21
Job Family	Health Services	Sub Family	Medical Support

Job Family & Sub Family Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Medical Support Professionals provide various administrative and office support functions for a clinical operation.

Job Summary

Provides clerical support pertaining to medical records.

Representative Duties

1. Auditing and Charting

- Reviews and audits system activity for assigned clinics/providers, for accuracy, completeness, and timely authentication of encounter notes and labs
- Scans and indexes paper protected health information into the patient's chart

2. Patient Information Requests

- Processes requests for patient information by classifying the type of request and required release
- Tracks and manages requests for information to ensure continuity of care is maintained
- Processes and updates subpoenas, legal, and insurance requests for information

3. Clerical Duties

- Retrieves Protected Health Information from all clerical areas throughout the day
- Ensures the security and confidentiality of medical records

4. Customer Service

- Answers telephone and email inquiries concerning medical records
- Provides assistance pertaining to medical records

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)	N/A	
Licensure(s)	N/A	
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.