



Heart of Ohio Family Health Centers
Job Description
Medical Records Technician

Summary: This position supports the Organization in the following manner:

- Compile and maintain medical records and patient information as required by internal practices, procedures, and regulations.

Reports to: RN Nurse Manager

Supervises: N/A

Dress Requirement: Scrubs

Work Schedule:

Monday through Friday during standard business hours

Times are subject to change due to business necessity

Exempt

Non-Exempt

Job Duties, these are considered essential to the successful performance of this position:

- ✓ Collects and compiles patient information
- ✓ Secures hard copy medical records in an organized, methodical method
- ✓ Timely processes additional faxes, reports and other documents to the medical charts
- ✓ Collects and prepares medical charts in coordination with patient activity and medical provider demand
- ✓ Continuously scrutinizes documents and data for inaccuracies
- ✓ Assures compliance with internal practices, procedures, and regulations
- ✓ Performs other duties as assigned

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- ✓ High School graduate or equivalent
- ✓ Expert alphabetical skill
- ✓ Ability to control confidential information
- ✓ Demonstrated organizational skills
- ✓ Ability to read English effectively
- ✓ Ability to work independently and in a team environment

Equipment Operated:

Computer	Printer	Scanner
Fax machine	Copier	Other office equipment as assigned

Facility Environment:

Heart of Ohio Family Health Centers operates in two locations, 882 S. Hamilton Road, Columbus, Ohio 43213 and 2365 Innis Road, Columbus, Ohio 43224. Both facilities are a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. Both facilities are on the main ground floor and ADA compliant.

This position's primary work area is in the front-desk reception area or in an established medical records library area.

The front-desk reception area and medical records library area are:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = bending from the waist and knees
- Reaching = reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	3
Randomly changing work pace	1
Fast, sometimes chaotic work pace	0
Independent decisions made without supervision	1
Exposure to trauma, grief, death, etc	0
Exposure to disease or bacteria	1
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	0
Handles money (cash, checks or credit cards)	0
Interacts personally with public	1
Interacts with public via the telephone, letter, or other non-face-to-face measure	1

I have read this job description and understand the duties and tasks I am to perform regarding my employment. I understand the responsibility that is given to me in maintaining accurate records, superior customer service, confidentiality and the confidence that is entrusted to me. I understand that failure to accurately perform the tasks in a superior manner or exercise the duties as stated above will subject me to disciplinary action, up to and/or including termination of employment. I understand that I can seek clarity of duty or responsibility at any time from the Office Manager. I understand this job description is not a contract of employment and my employment is *at will*.

Signature

Date

Print Name

Original to Personnel File