

**Job Title: Medical Records Staff (10)**

**Department: Support**

**Reports to: Manager of Support Services**

**Effective Date: 2.26.2024**

**8:00AM-4:30PM- 32 hours per week**

**Job Summary:**

Under the supervision of the Manager of Support Services, maintains clinical record integrity and confidentiality, while completing tasks and duties related to medical record.

**Duties/Responsibilities:**

1. Scans documents in electronic records received from staff, external sources, or client.
2. Sends and completes disclosure of records for client records per request of courts, other agencies, attorney, or family.
3. Performs routine clerical tasks.
4. Completes listing of records for destruction per medical records act.
5. Assists in coverage of front office.
6. Emails information for consent to DCFS per process.
7. Participates in the annual closed records pull, to assure records are ready for off-site storage.

*\*Performs other related duties as assigned.*

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with electronic health record and Computer programs

**Education and Experience:**

1. High School diploma or GED required.
2. Ability to use computer software.
3. Previous experience in medical records department preferred.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- 25% of time spent walking or standing