

Cascade County

Job Vacancy Announcement

Position: Medical Records Clerk	Closing Date: October 11, 2012
County Department: Community Health Care Center (CHCC)	Dept. Admin.: Russell Klinkenberg
Type of Position: Full Time	Salary: \$10.35 per hour Must join Teamsters Union
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION POSITION

This position is responsible for maintaining an efficient medical records filing system, making sure all health care information in the medical record files is current and up-to-date. Maintains a medical records filing system to manage a large volume of medical records; pulls, distributes, collects, and re-files medical records for scheduled appointments, telephone message requests, medical reports (lab, x-ray, etc.); ensures clinic charts are current, contain the appropriate forms, and all patient information is complete and in proper order per established policy/procedure; requires accurate filing of medical charts and documents; safeguards confidentiality of all client information and records according to HIPAA and Health Department Personnel Policies and Procedures; ensures charts are kept secure per HIPAA guidelines and available to staff only on a need-to-know basis; ensures charts are checked in and out of the Medical Records Room and tracks records to ensure they are returned in a timely manner for filing; on a daily basis, prints medical dictation from the computer program specific for retrieving dictation, making sure patient's name and date of service are accurate; sends dictation to be reviewed and signed by staff medical provider prior to being placed in the patient's chart; assures transcription is being returned and posted by the transcription contractor in a timely manner; requests for Medical Information will be reviewed, copied and mailed to appropriate person or agency per established policy/procedure and within the parameters of HIPAA compliance policies; uses medical practice software and performs data entry with varying degrees of complexity as pertains to job functions; photocopies materials, as necessary; transmits documents and letters via fax machine; and supports QA/AI medical records activity.

JOB REQUIREMENTS

Knowledge and understanding of: Medical records; medical terminology; general medical office procedures and practices (typing, filing, data entry, etc); confidentiality laws relating to health care information and HIPAA guidelines;

Skills in: Typing; filing; data entry; accuracy and attention to detail; computer programs, Word, Excel, Email, and Logos; use of office machines including copier and fax.

Ability to: Provide excellent customer service to the public in person or on the phone; maintain updated files; file medical records and health information; pay attention to detail; organize; adhere to strict standards of confidentiality; work independently and as a member of a team; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; handle a large volume of medical records and requests daily; coordinate and prioritize multiple tasks; maintain concentration during continual interruptions; deal effectively with difficult individuals and situations; deal with frequent change, deal with delays or unexpected events; possess excellent time management and organizational skills; follow verbal and written instructions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; identify problems adversely affecting the organization and its functions and offer suggestions for improvements.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or GED **and** one (1) year of work experience in medical records. Clinic experience preferred.

The successful Applicant must serve a 6 month probationary period, join Teamsters Local #2 Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER