

## Medical Records Technician Job Description

<b>Job Title</b> – Medical Records Technician	<b>Reports to:</b> Chief Technology Officer	
<b>Job Code-</b>	<b>Overtime Status:</b> <u>Exempt (not eligible)</u> <input checked="" type="checkbox"/> <b>Non-Exempt(eligible)</b>	
<b>Department</b> – Information Technology	<b>Prepared by:</b>	<b>Date:</b>
<b>Facility -</b>	<b>Approved by:</b>	<b>Date:</b>
<p><b>Job Summary</b>            The incumbent will be responsible for the medical records of the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of medical record keeping systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p><b>Supervises</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>		
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Create and maintain patient's medical history using the designated diagnosis-related group (DRG)</li> <li>• Ensures patient completes necessary forms, properly signs forms, and acknowledges HIPAA disclosure</li> <li>• Ensure all data is entered into hospital database</li> <li>• Checks regularly with physicians and health care providers to ensure the patient's information is correct and complete</li> <li>• Performs quality assurance on patient's records</li> </ul>		
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attends staff meetings</li> <li>• Completes continuing education units as needed</li> </ul>		
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>• Associate's degree in Health Information Management from a Commission on Accreditation of Allied Health Education Programs (CAAHEP)</li> <li>• BLS training</li> <li>• Certified Registered Health Information Technician (RHIT)</li> </ul>		
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Required</b> - 2-3 years experience in medical records keeping</li> <li>• <b>Preferred</b> - 2-3 years experience in electronic medical records keeping</li> </ul>		
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, electronic medical records software preferred</li> <li>• Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>		
<p><b>Contacts</b></p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		
<p><b>Physical, Mental Demands/Working Environment</b>  <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Medical Records Technician Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit				X	
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist				
	Turn				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
	Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
	More than 100 pounds				
Body Fluid Exposure	No XXX		Yes		
Mental Demands	YES		YES		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
	Influence People	X	Relate to Others	X	
Working Environment	YES		YES		
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
	Low Temperatures		Radiation Area		

List any other physical requirements: [type here]

**Disclaimer**

**NAME OF HOSPITAL GOES HERE** does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

\_\_\_\_\_  
Employee-Print Name and Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor-Print Name and Date

\_\_\_\_\_  
Supervisor Signature