
Carolina Eye Associates, P.A.

Job Description

Medical Records Technician

Center: Pinehurst
Status: Part Time
Reports to: Practice Administrator

Job Summary:

Preparing and mailing correspondences, answering telephone, pulling, and filing of charts and processing request for medical information.

Job Responsibilities:

1. Process requests for medical information.
2. Prepare information/correspondence to be mailed: Make copies, address envelopes, etc.
3. Pull & Prepare charts as needed, return charts to file.
4. File medical records correspondence in charts.
5. Answer Medical Records Department telephone calls and handle or route calls appropriately.
6. Follow medical records policies and procedures.
7. Maintain patient confidentiality.
8. Perform other duties as requested & assist co-workers as needed.

Education and Experience:

High School Diploma, GED, or equivalent. Previous medical records experience preferred.

Performance Requirements (Knowledge, Skills, & Abilities)

- Ability to relate with people in a pleasant, professional, courteous and positive manner.
- Skill in operating office equipment.
- Proficient knowledge of Microsoft applications.
- Ability to read, understand, and follow oral & written instruction.
- Ability to sort and file materials correctly by alphabetic or numeric systems.
- Ability to establish & maintain effective working relationship with patients, employees, and doctors.
- Ability to maintain confidentiality of sensitive information.
- Ability to speak clearly and concisely.
- Ability to attend department training classes scheduled other than normal business hours.
- Ability to work flexible hours and overtime if job requires.
- Must be able to comply with HIPAA, Compliance, Red Flag Policy, and Personnel Manuals.

Typical Physical Requirements:

Work may require prolonged standing or sitting. Requires frequent bending, stooping or stretching. May require lifting heavy bins of charts. Requires eye-hand coordination and manual dexterity. Requires use of office equipment, such as computer terminals, telephones, or photocopiers.

Carolina Eye Associates reserves the right to change or modify job duties & essential functions at any time. Note further that the above list of job duties and essential elements is an attempt to adequately describe this position but cannot be an exhaustive list.

Are you able to meet these requirements? Yes_____ No_____

Comments:

Signature_____ Date _____

*** Please return signed copy to the Human Resources Department. ***