Job Description

Job Title:	Medical Records Specialist	**Grade:**	J
Department:	Health Sciences	**FLSA:**	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Medical Records Specialist position is needed to maintain accurate student and faculty medical records in order to ensure continued program accreditation for 15 health programs in the Health Sciences and Health and Human Services divisions as well as the Nursing Education Program. Accurate student and faculty medical records, criminal background checks and, in some cases, FBI reports, are mandated by the various accrediting bodies and community clinical sites. This position will be responsible for developing and maintaining over 1000 student records annually. In addition, faculty immunizations for all the programs must be maintained.

Characteristic Duties and Responsibilities:

1. Serves as resource for faculty and students in the Health Programs.
2. Collects, reviews, organizes and maintains a variety of highly confidential faculty and student records such as medical records, clinicals, physical examinations and FBI reports.
3. Ensures proper storage, organization and retrieval of information from faculty and student records.
4. Serves as liaison between multiple community clinical sites, program faculty and students.
5. Facilitates student criminal background checks; reviews results and refers cases to clinical sites as necessary.
6. Stays abreast of current and new program health accreditation requirements.
7. Develops and implements processes to ensure that all active student records are up-to-date and non-active student and faculty records are securely stored or purged as appropriate.
8. Develops and maintains student immunization data spreadsheets for clinical sites; communicates new health requirements; tracks student compliance and meets with students.
9. Analyzes medical record documents for completion and accuracy to meet requirements of clinical contracts.
10. Develops requested reports tracking student and faculty compliance, clinical site requirements and others.
11. Other duties assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. January 2012

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Reporting Relationships:

Direction Received: Reports to the Division Director

Direction Given: No authority or responsibility for the supervision of other employees

Minimum Requirements:

Associate's Degree from a regionally accredited institution in Health Information Technology or related and 1 to 2 years of experience in a related field

Knowledge, Skills, Abilities and Worker Characteristics:

Ability to work individually as well as part of a team

Ability to handle sensitive information and meet confidentiality regulations

Excellent communication skills, both oral and written; strong proofreading skills

Excellent organizational and research skills

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment

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