

## **RECORDS CLERK (MEDICAL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work which includes filing and also involves the maintenance and communication of accurate and complete patient information to a number of various County of Rockland health units involved in patient and client treatment. The work is performed under the supervision of a Health Records Administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Retrieves and communicates accurate and complete patient information to staff and other units working from patient charts, index files and computer printouts;  
Screens patient charts to determine whether they should be relocated to another area (e.g. processing) within the Department or whether they are ready for filing;  
Receives and keeps record of charts of patients discharged from the nursing inpatient units within 24 to 48 hours and follows up on charts not received within the stated time limit;  
Enters patient data (e.g. discharge date and time, number of consultations, diagnoses and disposition, etc.);  
Files and retrieves charts, medical information and correspondence;  
Assigns patient case numbers to other units, using existing case numbers or assigning new numbers as determined by researching cards and printouts;  
Reviews all discharged charts for completeness and refers the deficient charts to the responsible physicians and paramedical staff for completion;  
Summarizes charts and codes the diagnoses of discharged patients for entry into the computer;  
Reviews chart entries made by the physicians and paramedical staff for completeness and prepares charts for the permanent file;  
Completes an audit each quarter on the files and looks for possible misfiles and straightens them out;  
Reviews all outguides and retrieves back charts that are held out longer than the acceptable time limits.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation of alphabetical, numerical, subject and other filing system; good knowledge of office terminology, procedures, filing equipment and supplies; working knowledge of medical records systems;\* ability to read and interpret patient information;\* ability to understand and carry out moderately complex oral and written instructions; ability to write legibly; clerical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

**NOTE:** Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for the required experience on a one-for-one basis for business or secretarial curricula and for up to one (1) year of the required experience for any other curriculum.

\*To be demonstrated during the probationary period.