

## **SENIOR RECORDS CLERK (MEDICAL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work involving responsibility for receiving, recording, coding, reviewing and processing a variety of medical records, documents and papers in the Department of Health or the Department of Hospitals. The specific duties will depend on the area of assignment. The work is performed under the direction of an administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### **When Assigned to the Department of Hospitals:**

Reviews charts of patients discharged from the Summit Park Hospital, Rockland County Infirmary and Community Mental Health Inpatient Unit to assure that such charts have been completed by doctors, nurses, dietary and therapeutic staff in accordance with state and federal regulations;

Identifies missing information, gathers relevant information and notifies appropriate parties;

Extracts medical and sociological information from charts of discharged patients and completes a discharge worksheet for entry into the computer;

Assigns medical and psychiatric diagnostic and symptom codes for submission to the finance office for reimbursement from third-party payers;

Maintains records of patient history and physical reports, discharge summaries, progress notes, consultations, operative procedures and psychiatric evaluations;

#### **When Assigned to the Department of Health:**

Reviews and processes paperwork generated by various Health department units;

Checks accuracy of vouchers for various programs in the Department of Health (e.g. Meals on Wheels, Nutrition, Speech Therapy, Occupational Therapy, Social Work, Nursing);

Transcribes autopsy reports;

Maintains chain of custody records;

Enters data into a computer;

Photocopies and mails case records, if appropriate, in accordance with policies, laws and regulations, including autopsy reports, to families, attorneys, insurance companies, law enforcement agencies, etc.

#### **Common Duties:**

Performs related of clerical work, filing, when assigned;

Answers, screens and transfers phone calls and takes messages as appropriate;

May provide work guidance to other clerical employees.

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

Good knowledge of alphabetical, numerical, subject and other filing systems; good knowledge of medical terminology; good knowledge of English; good knowledge of office terminology, procedures, filing equipment and supplies; working knowledge of medical library maintenance and classification procedures; ability to read and interpret patient information; ability to understand and carry out moderately complex oral and written instructions; ability to perform clerical procedures; ability to use computer software as it applies to clerical operations\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical experience, one (1) year of which must have been in a medical setting.

**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 up to two (2) years of the required general experience on a one-to-one basis.

**PROMOTION:** One (1) year of permanent status as a Records Clerk (Medical) or Records Clerk-Typist (Medical).

\*To be demonstrated during the probationary period.