

## **JOB DESCRIPTION**

### **Health Record Technician I**

**Department:** Health Information Management

**Reports to:** Billing Information Manager

**Ages of Patients served:** Primarily adults and emancipated minors

### ***JOB DUTIES & RESPONSIBILITIES***

1. Pull record folders for scheduled and unscheduled admissions within established timelines.
2. Request storage charts for scheduled and unscheduled admissions within established timelines.
3. File processed records in appropriate area (days, incomplete or complete chart shelves).
4. File loose clinical documents accurately on the day received.
5. Pull and check out charts for other users as necessary.
6. File and refile patient charts accurately and timely.
7. Maintain Pathology Report log.
8. Assist on the ROI process as a back up to the Health Information Coordinator.
9. Assists in the preparation of sending patient records to storage on annual basis.
10. Assists physicians with questions they may have regarding dictation, e-signatures, and patient charts.
11. Communicates clearly, proactively and concisely with internal and external customers.
12. Answers phone, greets department visitors, and sorts/files incoming mail and fax submissions.

The above statement reflects the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

## **JOB SPECIFICATIONS**

**Education:** High school education or GED required.

**Experience:** One to two years of work experience in a hospital and/or ambulatory surgery health information management department.

**Knowledge:** Demonstrated understanding of customer service concepts and practices. Knowledge of medical terminology and health information management practices, policies and procedures.

**Skills:** Skill in establishing and maintaining cooperative working relationships with other employees. Oral and written communication skills. Proficient use of a personal computer utilizing Microsoft Office and other software applications as required.

---

**Employee Signature**

---

**Date**