



Klamath Health Partnership, Inc.

## Position Description

### *Medical Records Clerk*

Department: Medical  
Reports To: Medical Records Coordinator  
Status: Permanent, Full Time, Non-Exempt, Grade 2  
Approved: HR Specialist, March-05

#### Summary

The Medical Records Clerk is responsible for compiling, verifying, and uploading medical records to Klamath Health Partnership (EHR) Electronic Health Record. The Medical Records Clerk is also responsible for answering and routing incoming calls to appropriate departments, taking messages, writing triage requests, and forwarding these to appropriate medical staff. The Medical Records Clerk will also be responsible for routing the after-hours nurse call reports to the medical providers every morning.

#### Essential Duties and Responsibilities (% Of Time)

Maintain confidentiality standards for medical records. Prepare EHR and maintain records for all patients. Review medical records for completeness. Assemble HER records into standard order and upload/scan records in designated areas. Locate, sign, and deliver medical records requested by clinic departments. Utilize the computer to enter and retrieve data. Post results of laboratory tests, dictation, reports, and correspondence to records after provider has reviewed them. Handle incoming phone calls and respond to requests from outside offices, patients, insurance entities for record requests and information. Other duties include but are not limited to sorting incoming U.S. postal mail, printing refill requests, provider orders or reports that require a provider signature. **(90%)**

Perform other duties as assigned. **(10%)**

#### Knowledge, Skills, and Abilities

High school diploma or general education degree (GED), or one to three months' related experience and/or training, or equivalent combination of education and experience. Ability to multitask and to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations. Ability to read and comprehend simple instructions, short correspondence, and memos. Possess knowledge of modern office equipment, systems, and procedures. Apply general rules, regulations, and policies to specific work situations. Coordinate project activities and the work of project team members.



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### Accommodations

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is expected to work on of the following schedules: 7:00 a.m.-4:00 p.m., 8:00 a.m.-5:00 p.m., 8:30 a.m.-5:30 p.m., and 9:00 a.m.-6:00 p.m. Monday through Friday, with some occasional Saturdays. You may be required to work at different KHP locations.

While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.