

## MEDICAL RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving the assembly, maintenance and retrieval of medical records and the development of other data concerning patients and residents of the County Department of Nursing Homes. A qualified Medical Records Practitioner is available for consultation. A Medical Records Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Compiles, verifies, and files medical records of the County Nursing Homes and compiles statistics for use in reports and surveys;
- Prepares folders and maintains records of newly admitted patients;
- Reviews contents of patient's medical record folders, assembles into standard order, and files according to established procedure;
- Reviews medical records to insure presence of required reports and signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration;
- Checks list of discharged patients to insure receipt of current records;
- Codes and verifies diseases, surgery, and special therapy according to established nomenclature and classification system;
- Maintains storage of utilization review records and reports for the facility utilization review committee;
- Operates typewriter to transcribe medical reports dictated by physicians, physical therapists, and others through voice recordings;
- Assists in requisitioning supplies and equipment for the medical records department;
- Compiles daily and periodic statistical data, such as admissions, discharges, deaths, and types of treatment rendered;
- Records diagnoses and treatments, including operations performed, for use in completing insurance billing forms;
- May maintain death log;
- May make copies of medical records, using duplicating equipment.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the appropriate content of medical records and the origins of clinical information; knowledge of medical terminology and standard nomenclature for coding and indexing diseases and surgical procedures; working knowledge of terminology of human anatomy and physiology; ability to maintain a variety of medical records accurately and neatly; ability to make routine arithmetic computations; ability to type with acceptable speed and accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience which shall have involved the maintenance or clerical development of patient medical records.\*

\*Study at a regionally accredited or New York State registered or approved college, university, or business training school which includes successful completion of courses in medical terminology may be substituted for this experience requirement.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 5/8/84