

MEDICAL RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for the assembly and maintenance of hospital medical records. The work is performed under general supervision. Supervision of others is not normally a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assembles, analyzes, files and types facility medical records; Reviews patients' records for completeness and accuracy according to established standards; Codes diagnoses, operations and special treatments according to recognized classification system; Indexes and cross indexes records of diagnosis, operations, etc.; Assists medical or administrative staff in selecting and collating of records for medical research; Abstracts medical records for special reports; Catalogs medical records and controls their usage; Transcribes operative reports, case histories, physical examinations, discharge summaries, consultations and minutes of the meetings of various committees of the medical staff; May do statistical analysis of the performance of professional services using medical terminology and accepted nomenclature of classification of diseases and operations.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices involved in keeping medical records; Ability to acquire a knowledge of technical medical terminology and usage; Ability to establish good working relationships; Ability to type at an average rate of speed; Ability to maintain confidential information as such; Good judgment; Thoroughness; Dependability; Tact; Courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (1) Graduation from high school or possession of a New York State equivalency diploma including or supplemented by courses in typing, and (2) two years of clerical experience in medical or related fields.

Adopted 11/15/79

Reviewed 7/22/98

Revised 9/27/02; 5/11/10