

Gem City Urologists, Inc.
9000 N. Main St., Suite 333
Dayton, OH 45415

JOB DESCRIPTION: MEDICAL RECORDS
July 21, 2006

Job Description Summary

The purpose of this position is to assure the daily preparation of north packet for courier pickup, the sorting and preparation of all incoming mail and faxes to be attached to charts and placed on the physician's desk for review and signature or distribution to the appropriate person, daily completion of log for x-ray, etc. reports that have been received including documentation of receipt/physician review/next scheduled appointment. This position continually checks for incoming faxes and processes them accordingly. This position communicates with the receptionist daily for missing charts for each day's schedule, locates and preps those charts as well as doing the same for add-on appointments throughout the day. This position prints appointment schedules, pull chart lists, encounter forms, and preps the day's charts according to established office guidelines. This position locates charts for encounter forms printed by the front desk personnel for specimens received in the office and takes the chart/encounter form to the appropriate lab area. This position is responsible for the re-filing of patient charts including sorting charts to be re-filed, checking to ensure progress notes and correspondence have been filed in the chart, and any reports on the front of the chart have been reviewed and initialed by the physician. Charts which have reports not reviewed by the physician must be returned to the physician's desk for review and signature. This position assists in answering the phones including taking messages and prescription refill requests and forwarding the appropriate information along with the chart to the appropriate staff member. This position processes medical records requests including the copying and mailing of those records as approved by the physicians.

REPORTING RELATIONSHIPS

Reports to: Practice Administrator
Centerville Office Manager

Reporting to this position: None

REQUIREMENTS:

Education

Required: High School Diploma or GED

Preferred: High School Diploma or GED , seminars relating to duties.

Licensing/Registration/Certification

Required: None

Preferred: Certificate confirming completion of course or seminar in related duties

Experience

Required: One or more years in a medical facility with medical records related experience.

Preferred: Two or more years in a medical facility with medical records related experience.

Skills/Knowledge/Abilities

Personal skills must include good verbal communication skills including spelling and grammar. Must be organized and detail oriented. This position requires knowledge and understanding of office policies and procedures. Must be able to use computer software that involves the duties of this position.

Physical

Body positions: Sitting and standing

Body Movements: Walking, turning head and torso, bending and flexing torso, arms, wrists, hands, and fingers.

Mental

Language: Must be able to communicate both verbally and in writing well enough to understand and be understood.

Working Conditions

Work will be done in a smoke free, climate controlled medical office. The environment includes the usual hazards of a medical office including airborne pathogens, chemicals, odors, blood and hazardous waste products. Workdays are Monday through Friday, 7.5 hours per day.

ESSENTIAL FUNCTIONS:

The essential functions of the medical records position consist of, but are not limited to, the following:

1. Ensure that packet going to North office is ready daily for courier pickup
2. Sort incoming faxes, mail, and reports, date and/or signature line stamp as required, indicate next appointment and place in the appropriate physician mail slot. Pull the corresponding patient medical record, place the report on the chart and place in the designated place in the physician's office for his review and signature. If the chart is prepped for an appointment, make certain the report is placed on the chart. Incoming mail/reports/faxes which need to be sent to the North office should be sorted in the same manner and then sent to the North office. All other mail is to be distributed to the appropriate person.
3. Routinely check fax machine and place incoming faxes in mail basket. Faxes which the staff or physicians are waiting on must be immediately distributed to the appropriate person.
4. Phone message box is to be monitored all day, locate chart, and take to appropriate medical assistant.
5. Pull charts for incoming x-rays and distribute to appropriate physician
6. Check with receptionist daily for missing charts for that day's appointments, locate charts, prep as required, call billing and give charts to receptionist. Also, prep charts for add-ons throughout the day, call billing and give to reception.
7. Print appointment schedules 2 days in advance, print corresponding encounter forms and inform scheduling, prep charts as required, ensure that all paperwork including encounter form, new patient or established paper forms, reports, x-rays, etc. are attached to the chart. New patient charts, call the appropriate facility and request any reports not received. Place charts on shelf behind re-file shelf.
8. Print pull list for appointments 3 days in advance, pull charts for established patients, create pencil chart for new patients and place by prep desk. Check report file for paperwork, check computer against schedules for charts not located (may need to locate from purged charts or North office).
9. Pull charts for encounter forms printed for incoming specimens and take the chart and encounter form to the appropriate lab area with the specimen
10. Locate charts (as requested by physicians or staff members) and distribute to the appropriate person.

11. Assist North, Beaver creek, or Greenville office locations when requesting information from charts located in the Centerville office
12. Prep charts and encounter forms for Greenville and Beaver creek schedules for Drs. Russell and Yohannes and place in the appropriate place for transport to that office location
13. Sort re-file charts according to “waiting for dictation” or “to be re-filed”. Alphabetize the charts and ensure progress notes and correspondence have been placed in charts and returned to permanent file. If a report is unsigned, it must be returned to the physician’s desk for review and signature before being placed in the chart and the chart filed.
14. Assist in answering phone messages from physician offices, hospitals, etc. as well as taking prescription refill request information being certain to obtain the required information. Pull the appropriate chart and giving to the appropriate medical assistant.
15. Process medical records release requests according to the office guidelines and physician approval. Copying and mailing or faxing of the records to the person requesting the records. Faxing of reports to physician offices that patients are being referred to.
16. Assist in answering phones during staggered lunch breaks, fax supply order requests to North office, and fax surgery and consult information for Dr. Yohannes to Cathi in the billing office

AS TIME PERMITS

1. Ensure that new patient charts are made as needed
2. Purge charts according to office guidelines
3. Assist answering phones, scheduling appointments, checking patients in or out

OTHER

1. Arriving at work on time, ready to go to work, not overextending breaks nor leaving early.
2. Attending all meetings and in-service training scheduled by the practice
3. Demonstrating sound judgment in respecting the confidentiality of patients, practice, and personnel information
4. Seeking guidance and direction in the performance of responsibilities and duties

5. Working well with others in the practice, maintaining a courteous and professional attitude
6. Demonstrating the ability to accept direction and criticism without resentment
7. Consistently showing the ability to recognize and deal with priorities
8. Practicing good time management skills that result in effectively completed duties, punctual and organized interaction with others
9. Performing all required duties in a timely manner and such other duties for which qualified, but are not directly assigned to this position
10. Openly seeking opportunities for added responsibility and growth
11. Willingly accepting job assignments and performing whatever it takes to get the job done
12. Establishing self-reliance and accepting responsibility for achieving results
13. Maintaining a well-groomed professional appearance
14. Performing any other duties as may be assigned.

ACKNOWLEDGMENTS

I have read and understand the above and believe it to be accurate and complete. I understand that management retains the right to change this position description at any time.

Employee Signature

Date

Centerville Office Manager

Date

Practice Administrator

Date