



## JOB DESCRIPTION

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Position:	Medical Records Clerk/Scanner
Department:	Medical Support
Reports to:	Corporate Compliance Officer/Health Information Manager
FLSA Status:	Non-Exempt Position
Grade:	2

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### GENERAL PURPOSE:

Medical Records Clerk/Scanner are responsible for maintaining Electronic Health Records (EHR), ensuring that all pertinent information is properly scanned into each record.

### MAIN RESPONSIBILITIES AND DUTIES:

- 1) Processes documents according to procedures
- 2) Responsible for training new staff in the Scanning Department/Medical Records
- 3) Maintains confidentiality of patient health information
- 4) Scans all correspondence, lab, and x-ray reports into correct patient EHR, under correct tab, assuring that necessary signatures appear on documents
- 5) Follow the workflow to scan dental records and x-rays
- 6) Follows correct protocol for destroying the x-rays as they are considered hazardous materials
- 7) Meets the productivity standards for medical and dental charts based on the amount of scanned documents per week vs. number of charts scanned
- 8) Ability to work in conjunction with each other to ensure that the medical and dental projects are being completed concurrently
- 9) Other duties as assigned by supervisor

### QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strive to learn more and is receptive to new challenges and opportunities
- 4) Displays enthusiasm toward the work and the mission of Ampla Health

### PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Must have a High School Diploma or GED
- 2) Must be able to type and file accurately

- 3) Experience with medical/clerical office procedures preferred
- 4) Must be able to use a calculator
- 5) Bilingual (English/Spanish) (English/Punjabi) (English/Hmong) preferred but not required
- 6) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols

**COMMUNICATION SKILLS**

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public

**PHYSICAL REQUIREMENTS:**

Works well with patients in a generally comfortable environment office. Employees must possess the following physical requirements:

- 1) Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
- 2) Must be able to hear and communicate with clients and staff on the telephone and those who are served in person, and speak clearly in order to communicate information to clients and staff
- 3) Must have vision which is adequate to read memos, computer screen, registration forms and other clinic documents
- 4) Must have high manual dexterity
- 5) Able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

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EMPLOYEE  
NAME(PRINT)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE