

Imaging Healthcare Specialists is actively seeking experienced and professional **Medical Records Clerk!**

Candidates should have experience working in a high-volume medical environment and extensive customer service experience is a must!

**Summary:** Responsible for processing centralized medical records requests for outside films and retention of patient medical data and ensuring proper documentation and compliance with company policies and HIPAA guidelines. This will be achieved by performing the following duties.

**Essential Responsibilities** include the following. Other duties may be assigned.

- Hands-on engagement in understanding and applying Lean.
- Maintains an unrelenting focus on improvement and providing customer value.
- Makes learning and practicing of Lean principals a daily priority.
- Transcribe medical reports, process patient records and process completion documents.
- Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with referring physicians or others. ? Enter data, such as demographic characteristics, history and extent of illness, diagnostic procedures into computer.
- Identify, compile, abstract, and code patient data, using standard classification systems.
- Retrieve and Upload patient medical records/outside images from physicians, technicians, or other medical personnel delivered to site by mail or in person.
- Release information to persons or agencies according to regulations. Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information.
- Prepare statistical reports, narrative reports, or graphic presentations of information to be used by referring physicians, executive leadership, researchers, or other users.
- Compile medical care and census data for statistical reports on diseases treated, surgery performed, or use of hospital beds.
- Process and prepare business or government forms

**Qualifications:**

- Proficient in MS Office and EHR
- 1-3 years of medical records experience