UNIVERSITY OF SOUTHERN CALIFORNIA

Medical Records Clerk

Job Code: 189003

Grade: HB
OT Eligible: Yes
Comp Approval: 8/19/1994

JOB SUMMARY:
Maintains patients' medical records. Provides complete coverage of front office.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

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<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Maintains confidentiality of medical records. Controls access to file room. Ensures that records are signed out and returned.</td>
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<td>Pulls patient charts. Delivers and retrieves patient charts from clinics and practitioners.</td>
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<td>Files information such as progress notes, laboratory reports, x-ray results and correspondence into patient charts.</td>
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<td>Creates new charts with appropriate labels and dividers.</td>
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<td>Releases patient information to requesting parties following established confidentiality procedures. Answers patient inquiries for laboratory results.</td>
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<td>Makes copies of dictated reports and forwards as indicated.</td>
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<td>Batches and inputs patient information into the computer and retrieves patient demographic data.</td>
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<td>Answers telephones and greets patients. Schedules patient appointments.</td>
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<td>Monitors laboratory result reports with laboratory order forms.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Less Than High School

Minimum Field of Expertise:

Preferred Education:

High School or equivalent

Preferred Experience:

6 - 12 Months

Preferred Field of Expertise:

Medical records

Skills: Administrative:

Answer telephones
Assemble and organize numerical data
Prioritize different projects
Read handwritten text
Understand and apply policies and procedures

Skills: Machine:

Computer Network (Department or School)
Fax

SIGNATURES:

Employee: _______________________________  Date:_____________________________

Supervisor: _______________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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