MEDICAL RECORDS MANAGEMENT

- Protect the security of medical records to ensure that confidentiality is maintained.
- Process patient admission and discharge documents.
- Review records for completeness, accuracy and compliance with regulations.
- Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer.
- Release information to persons and agencies according to regulations

All technicians document patients' health information, including the medical history, symptoms, examination and test results, treatments, and other information about healthcare provider services. Medical records and health information technicians' duties vary with the size of the facility in which they work.

- Medical records and health information technicians typically do the following:
- Review patient records for timeliness, completeness, accuracy, and appropriateness of health data
- Organize and maintain data for clinical databases and registries
- Track patient outcomes for quality assessment
- Use classification software to assign clinical codes for reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Protect patients’ health information for confidentiality, authorized access for treatment, and data security

JOB POSTING

1. Maintains patient files and retrieves files for scheduled appointments; files study patient charts; files all patient data upon receipt of information; initiates records for new patients and creates computer index; prepares file labels; maintains filing statistics; audits filing sequence.
2. Responds to requests for medical records; processes letters and reports; answers and directs telephone calls.
3. Retrieves patient schedules from computer system; distributes lab reports to physicians, and materials to other departments; requests information from various departments; responds to correspondence requests.
4. May photocopy records and documents for billing and/or legal services; sends and receives information via facsimile machine.
5. Keeps supervisor informed of problems or issues; monitors supplies needed; performs other duties as assigned.