

JOB DESCRIPTION

Patient Records Management – Coordinator I

Summary: Process all requests via electronic fax, paper and phone while also keeping detailed documentation in the patients' electronic health record. This includes updating records by scanning paperwork and adding documents after each encounter. All other duties as assigned.

Reports To: Patient Records Management Lead

Location: Gualala – Primary and Urgent Care

All RCMS employees are required to function within RCMS policies and procedures, meet the standards outlined in the employee handbook, and adhere to the code of conduct and the RCMS Mission Statement.

Employees are required to monitor their email and phone voice mail messages daily, and respond to all internal and external communications in an appropriate and timely manner.

RCMS employees are expected to represent RCMS in a professional, positive manner to the community at large, and are encouraged to participate in RCMS fundraising events.

ESSENTIAL JOB DUTIES:

- Maintain high level of confidentiality and attention to detail while working with sensitive Patient Health Information.
- Distribute incoming electronic faxes appropriately and according to provider preferences.
- Collect and prepare information for all patients' next day appointments. (Abstracting/Scanning)
- Scan paperwork into each patient's electronic health record.
- Pull and file paper charts as needed.
- Process all medical records requests and keep proper documentation.

OTHER ASSIGNED DUTIES:

- Collaborate with all health center staff to adhere to the medical home model of care.
- Other duties as assigned.

QUALIFICATIONS:

- Demonstrate ability to maintain strict patient confidentiality.
- Excellent organizational skills and attention to detail.
- Ability to communicate effectively, verbally and in writing.
- Knowledge of Electronic Health Records system (NextGen) preferred.
- Ability to maintain accurate, detailed reports and records.
- Must be able to work independently as well as with others in a team environment.
- Minimum of one year experience working in medical setting preferred.

JOB REQUIREMENTS

- Full time availability, weekends included.

- High school graduate.
- Current CPR certification is required and must be maintained.
- Must undergo an initial physical exam and undergo TB testing every two years.

Americans With Disabilities Act Statement: External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential position responsibilities as listed in this position description either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.