

MEDICAL RECORDS CLERK

27-H

DISTINGUISHING FEATURES OF THE CLASS: This position performs responsible clerical tasks involved in the maintenance and security of medical records in accordance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Incumbent performs a variety of keyboarding activities including data entry and typing Protected Health Information (PHI) notes. The work is performed under the general direction of a higher level clerical position or higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Mails and/or faxes copies of medical record reports to doctors, nursing homes, hospitals, companies, other ancillary agencies and government agencies;

Enters patient information into a computer database and PHI notes;

Reviews patients' records for completeness and accuracy according to established standards;

May include the responsibility as privacy officer and/or complaints officer;

Answers telephone requests;

Assembles, analyzes and files Electronic Medical Records (EMR) and records requests;

Records patient admission and discharges;

Maintains monthly census of patients;

May perform other tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the Health Insurance Portability and Accountability Act; good knowledge of eligibility criteria and services provided by various units of Community Services; good knowledge of office terminology, procedures and equipment; good knowledge of the design and

operation of medical records retention and retrieval systems; good knowledge of the appropriate content of medical records and the origins of clinical information; good knowledge of medical terminology and standard nomenclature for coding and indexing diseases; good knowledge of medical recordkeeping procedures; good knowledge of laws, regulations and techniques governing the maintenance and release of medical records; good knowledge of the basic principles and practices of accounting and bookkeeping; good knowledge of software programs, including word processing and database at an acceptable rate of accuracy and speed; working knowledge of statistical methods for health care records management analysis; ability to express oneself clearly both orally and in writing; good knowledge of business English; good knowledge of business arithmetic; good knowledge of techniques and methods of conducting interviews; ability to read and understand written material; ability to compile data; ability to prepare written material; ability to understand and carry out complex written and oral instructions; ability to deal effectively with others; ability to work effectively with professional people; and clerical aptitude.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree; and two (2) years of paid clerical experience in a medical office, hospital, clinic, treatment center or similarly related field; or
- (B) Graduation from high school or possession of an equivalency diploma and four (4) years of experience as described in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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