

MEDICAL RECORDS TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of responsible clerical work, including substantial typing, in the Medical Records Unit of an Infirmary or similar health care facility. Although instructions are given for new or difficult assignments, employees must usually exercise independent judgment in performing job duties. Work is reviewed through periodic checking by the facility administrator or their designee.

TYPICAL WORK ACTIVITIES:

Compiles, codes and indexes medical records for the facility in accordance with New York State

Health Department codes;

Reviews medical records to check for accuracy and completeness;

Answers inquires concerning health insurance billings;

Compiles forms necessary for the submission of health insurance claims;

Records information discussed at patient-care meetings and makes diagnostic code changes for billing purposes when indicated;

Prepares and types a variety of technical reports and records pertaining to patient diagnosis, medical care, treatment plans and billing information;

Types correspondence pertaining to medical records and billings;

Makes and checks routine arithmetic computations;

Answers telephone, takes messages and makes appointments;

Operates various mimeograph, duplicating or other office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

TERISTICS: Working knowledge of medical terminology, good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to accurately

MEDICAL RECORDS TYPIST

Page 2

spell and record medical terminology; ability to understand and follow oral and written directions; ability to get along with others; ability to type at a reasonable rate of speed; clerical aptitude; mental alertness; tact; and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience; or
- (B) Three (3) years of clerical experience; or
- (C) An equivalent combination of training and experience.