

Franklin County Sheriff's Office

Job Title: Medical Records Clerk

Bargaining Unit: Teamsters Local 413

Hours of Work: Full time, 1ST shift vacancy

Rate of Pay: \$15.87 per hour

Job Duties (examples):

- Compiles health information and maintains health records in accordance with established policies and procedures for the Correctional facilities: reviews & checks medical reports and charts for completeness; organizes and maintains medical report files; maintains confidentiality of all medical record information; monitors and maintains accountability for all health records on file.
- Pulls and prepares health records for medical, dental and mental health sick calls, chronic care clinics and transfers; forwards all diagnostic test results to the appropriate practitioner for review and counter signature.
- Types correspondence and reports; orders and maintains appropriate levels of health service forms and clerical supplies; opens and distributes mail.
- Types health information forms; initiates health records for inmates; prepares requests for specific reports, forms, or tests.
- Other duties as assigned.

Knowledge Skills and Abilities:

Knowledge of: health information technology; JCAH regulations governing medical record keeping*; requirements governing confidentiality of patient information*; and, medical terminology. Ability to: deal with problems involving few variables within a familiar context; proofread medical reports & recognize errors; recognize when information is missing; gather, collate & classify information about data, people or things; write routine business letters, evaluations or records following standard procedures. Must be proficient in using a personal computer and office equipment.

Minimum Characteristics:

Must be 18 years of age, legal right to work in the United States, and have a high school diploma or GED. Must pass Computer Voice Stress Analysis examination, drug screen and background check. **Experience in medical records preferred.**

*Developed after employment