



# Cow Creek Government Office

## Medical Records/Scanning Clerk

Job Code: 2294  
Department: CCH&WC  
Location: Roseburg/Canyonville, OR.  
Minimum Hourly: \$16.33

**Date Written/Revised:** 3/24/21, 7/1/21, 4/20/23

### POSITION PURPOSE:

The Medical Records/Scanning Clerk has the responsibility of initiating and carrying out all aspects of medical records and scanning duties for the Cow Creek Health & Wellness Clinics. Medical Records are maintained within an electronic medical file and Secure Electronic Fax System. The Clerk is responsible for processing and logging all Requests for Information (ROI) and Subpoena's before the due dates. The Clerk is responsible for all aspects of medical records and protected health information contained within.

### Essential Functions:

- Perform duties related to the receipt, scanning, indexing, and destruction of health and administrative information.
- Review, Sort and Distribute from the Secure Electronic Fax system
- Interface with PC applications as well as VISTA applications.
- Maintain daily productivity log of scanning and indexing activities. Must be able to produce a log, evidencing what was released, date and to whom.
- Responsible for tracking, retrieving and performing follow up activities on health records.
- Sorts loose health record documents received daily scan and indexes materials accordingly on a timely basis and within established guidelines.
- Mail out requests for medical records when presented with a properly completed medical release of information.
- Make copies of medical records when presented with a properly completed medical release of information (ROI).
  - Assist with Audits and Investigations
  - Assist and processes Subpoenas with direction from Legal
- Answers phone calls for the Medical Records Department and refers calls for the department.

- Scans various Medical Reports into the appropriate Medical Record within the specified time frame.
- Maintains confidentiality of Medical Records and other information as required by HIPAA Laws.
- Contact with patients, employees, Health Care Providers, Hospitals, Schools, Jails, and Legal Representatives is necessary.
- Attends Meetings as required.
- Complies with all Cow Creek Health and Government Office Policies
- Other Duties as assigned

#### QUALIFICATIONS:

- High School Diploma or GED; required.
- Understanding of HIPPA, confidentiality and privacy; Required
- Associates Degree in related field preferred.
- Possess a minimum of two (2) year's medical experience in an ambulatory care outpatient clinic; preference will be given to those with more experience, education.
- Advanced understanding of medical terminology and administration processes.
- Able to work independently with strong attention to detail with excellent organizational skills and quality improvement.
- Must have clerical and office skills.
- Outstanding communication and interpersonal abilities.
- Must demonstrate a working knowledge of computer applications & Electronic Health Records
- Proficient in all Microsoft office programs.