

## **MEDICAL RECORDS CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important clerical work involving responsibility for the assembly of medical records. The work is performed under the general direction of Medical Director. This position involves the overall responsibility of the Medical Records Section. 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.

Assembles, analyses and files agency medical records;

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

Codes diagnoses, operations and special treatments according to recognized classification system;

Indexes and cross indexes records of diagnoses, operations, etc.;

Records patients admission and discharges;

Maintains monthly census of patients;

Obtains copies of patients previous medical or hospital records;

Files and reviews accident reports;

Mails copies of medical record reports to doctors, nursing homes, hospitals, companies and government agencies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of medical terminology and of standard classified nomenclature of diseases; working knowledge of modern filing and medical record keeping procedures; ability to maintain a variety of medical records neatly and accurately; ability to type from a transcription machine; ability to follow detailed oral and written instructions; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid clerical experience in a medical doctor's office, hospital, or similarly related experience; **OR**
- B. Four (4) years experience as described in A above.

**Medical Records Clerk**  
ULSTER COUNTY  
4260 MED REC CK  
Classification: Competitive  
Grade:  
Union: CSEA

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Adopted: April 11, 1978  
Revised: February 19, 1982