



Non-Exempt  
July 20, 2010

## JOB ANNOUNCEMENT

- Position:** Medical Records Clerk
- Reports to:** Front Office Supervisor/Designee
- Salary Range:** Starting salary based on experience, qualification, and budget.  
(100% time – 40 hours per week)

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### **Position Purpose:**

Under the supervision of the Front Office Supervisor/Designee, the medical records clerk will perform specialized duties such as pulling charts, trouble shooting all missing charts, data entry, and assembling and maintaining medical records in accord with established guidelines, policies and procedures.

### **Principal Responsibilities:**

1. Searches for medical charts for clinic areas, nurses, and physicians.
2. Files and place medical charts in terminal digit order.
3. Attaches correspondence to the chart under appropriate tab categories. This requires a comprehensive knowledge of filing all types of medical reports.
4. Processes guide cards and chart covers if missing, mutilated, or whenever necessary.
5. Conducts quality control on all active medical charts being sent to the clinic areas.
6. Trouble shoots all missing charts, until they are located or a disposition can be obtained.
7. Answers telephone or in person chart request daily.
8. Attaches laboratory reports to patient's records.
9. Performs duties applicable to the assembly and maintenance of medical records in accordance with established guidelines, policies and procedures.
10. Provides retrieval and delivery of medical records in a timely and controlled manner.
11. Searches for medical records and files medical documents into them. This requires a comprehensive knowledge of filing all types of medical reports.
12. Answers routine inquiries by telephone or in person, concerning medical records information.
13. Services the public and may be required to act as receptionist.
14. Assist in data entry.
15. Other duties as assigned.

### **Requirements:**

1. One-year experience in a general office environment or medical facility.
2. Typing skills at least at 35 words/minute.
3. Ability to communicate effectively orally and in writing.

**To apply, please send, fax, or email resume or list of qualifications including the job code number to:**

**JWCH Institute, Inc.**  
**1910 W. Sunset Boulevard, Suite 650**  
**Los Angeles, CA 90026**  
**Attn: Human Resources Department**  
**Job Code: 320**  
**Fax Number (213) 413-3443**  
**E-Mail [hresources@jwchinstitute.org](mailto:hresources@jwchinstitute.org)**

Closing date: Open until filled.  
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