

Medical Records/Central Supply clerk

Job Description

Job Title: Medical Records/Central Supply clerk

Reports to: Administrator

Position Summary: The Medical Records/Central Supply clerk will act as the initial contact as necessary with Medical Supplies, and or Medical Records for the facility.

Major Duties and Critical Tasks

- Maintains regulatory requirements, including all federal, state, local regulations, and accrediting organization standards
- Always maintains resident confidentiality
- Completes Inservice and returns in a timely manner
- Actively participates in performance improvement and continuous quality improvement (CQI) activities
- Maintain established medical record files; culls medical records in accordance with center and state-specific regulations
- Pulls written medical record requests by established deadline
- Upload all new admissions medical records to PCC by end of shift
- Files loose reports by the end of the shift
- Establishes and maintains supplies inventories
- Assists in retrieving medical records for physician completion
- Is familiar with SNF and medical record documentation retention and schedules
- Demonstrates knowledge of computer system
- Supports and maintains a culture of safety and quality.
- Collects and fills supply requisitions and delivers to the unit/floor
- Orders supplies from designated vendors, with approval
- Receives supply shipments.
- Maintains an organized and neat storage area
- Maintains accurate inventory records
- Conducts job responsibilities in accordance with the standards set out in the Company's Code of Conduct, its policies and procedures, applicable federal and state laws, and applicable professional standards
- Maintains accurate inventory of all items located in central supply and in each nursing unit
- Safeguarding residents' records and ensuring that everyone complies with the HIPPA standards.
- Performs other duties as assigned

Required Education and Experience:

- High School Diploma or general equivalency is preferred
- Accurate typing skills with minimum of one year experience in medical records is preferred
- At least one year of experience in shipping and receiving is preferred
- Basic computer knowledge
- Able to communicate effectively in English, both verbally and in writing

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- Able to multi-task and work independently
- Ability to interact with staff at all levels in a fast-paced environment
- Detail oriented
- Presents professional image to consumers and clients through dress, behavior and speech
- Adheres to company standards for resolving consumer and client concerns
- Ensures that all consumer and resident rights are protected

Working Environment/Physical and Sensory Requirements:

- Works in office areas as well as throughout the facility.
- Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing, and pulling.
- Must be able to read, write, and speak the English language.
- Must be able to assist in the transfer residents in emergency evacuations.
- Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances.
- Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.
- Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility.
- May be involved in community/civic health matters/ projects.

Receipt and Acknowledgment:

I acknowledge and understand that:

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties, tasks, work hours, and work requirements may be altered at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, and the rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature/Date

Facility Signature/Date