

JOB TITLE – Medical Records Scanning Clerk

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Secretarial Services

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: On a daily basis, scan medical information into the electronic health record. Perform quality checks on all records to assure all documents did indeed get scanned. Check that the record is prepped correctly as it is scanned, identifying forms that have been categorized incorrectly. Identify correct patient demographic information on each document (e.g. MRN, Patient Name, etc.). Ensure clarity of each document, identifying any legibility or visibility issues. Assign the appropriate date of service and provider to the image. Follow established scanning protocols, correctly identifying document type and assigning the appropriate category to the image. Comply with all regulations related to patient confidentiality

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent.

REQUIRED EXPERIENCE OR SKILLS: Computer literacy, excellent organizational skills and detailed oriented, knowledge of medical terminology.

TO APPLY: Please visit our website at www.wacofamilymedicine.org and fill out an online application located under Careers.