

**Job Title/Position:** *Clinical Records Coordinator*

**Reports To:** *Clinical Director*

## **JOB DESCRIPTION SUMMARY**

Responsible for managing all aspects of maintaining and protecting organization clinical records including the management of the clinical records team.

## **ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

1. Manages all daily clinical records functions including establishing and implementing clinical records policies.
2. Ensures clinical record systems are maintained in compliance with state, federal and Joint Commission regulations.
3. Maintains comprehensive working knowledge of state, federal, and Joint Commission documentation regulations and serves as a resource for appropriate organization personnel.
4. Protects all clinical records through the establishment and implementation of control procedures for all open and closed records.
5. Protects the confidentiality of patient and organization information through effective controls and direct supervision of clinical records.
6. Forwards copies of clinical records to authorized users according to policy.
7. Completes an administrative record audit following patient discharge and forwards the record to the Clinical Supervisor for clinical audit.
8. Monitors aged unsigned physician orders and submits second and third requests for signed orders to overdue physicians, calls or visits the offices of seriously overdue physicians.
9. Supervises the use of the clinical records information system and maintains a comprehensive working knowledge of the system including upgrades and enhancements.
10. Recruits, selects, orients, and manages members of the clinical records team.
11. Manages the members of the clinical record team to ensure accurate and prompt filing and retrieval of clinical records.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

**POSITION QUALIFICATIONS**

1. An Accredited Records Technician Degree, Bachelor's Degree preferred.
2. At least three years experience in clinical records management preferably in home health care operations. Information systems knowledge required.
3. Demonstrated ability to supervise and direct clerical personnel.
4. Knowledge of corporate business management, governmental regulations and Joint Commission standards.
5. Demonstrates good communication and public relations skills.
6. Demonstrates autonomy, organization, assertiveness, flexibility and cooperation in performing job responsibilities.

**ENVIRONMENTAL CONDITIONS**

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

The frequency of each activity will be identified by the following codes:

- |   |  |
|---|--|
| R - Rarely (less than .5 hr. per day)   | O - Occasionally (.5 to 2.5 hr. per day) |
| F - Frequently (2.5 to 5.5 hr. per day) | C - Continually (5.5 to 8 hr. per day)   |
| NA - Not Applicable                     |  |

The activities below are intended to describe the general context/requirements for performance of this job. It is not an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties.

Physical Activities	Code	Describe any repetition or a unique application of activity, which may be associated with this position
<b>Sitting</b>	<b>F</b>	
<b>Stationary Standing</b>	<b>F</b>	
<b>Walking</b>	<b>F</b>	
<b>Ability to be Mobile</b>	<b>C</b>	
<b>Crouching (bend at knees)</b>	<b>F</b>	

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<b>Kneeling/Crawling</b>	<b>R</b>	
<b>Stooping (bend at waist)</b>	<b>F</b>	
<b>Twisting (knees/waist/neck)</b>	<b>F</b>	
<b>Turning/Pivoting</b>	<b>F</b>	
<b>Climbing</b>	<b>O</b>	
<b>Balancing</b>	<b>F</b>	
<b>Reaching Overhead</b>	<b>F</b>	
<b>Reaching Extension</b>	<b>F</b>	
<b>Grasping</b>	<b>F</b>	
<b>Pinching</b>	<b>O</b>	
<b>Pushing/Pulling</b>	<b>O</b>	
<b>Weight Ranges</b>	<b>Up to 25lbs.</b>	
<b>Lifting/Carrying</b>	<b>O</b>	
<b>Other</b>		
Sensory Activities	Code	Describe any repetition or a unique application of activity, which may be associated with this position
<b>Talking in Person</b>	<b>C</b>	
<b>Talking on telephone</b>	<b>F</b>	
<b>Hearing in person &amp; on phone</b>	<b>C</b>	
<b>Vision for close</b>	<b>F</b>	

I have read and understand the job description for community liaison and reviewed the ADA requirements for my job description and affirm that I can perform all the job requirements and ADA requirements for the job of Clinical Records Manager.

Without accommodation.

With the following accommodation: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name Printed: \_\_\_\_\_

Witnessed by Agency employee: \_\_\_\_\_