

MEDICAL RECORDS CLERK

NATURE OF WORK IN THIS CLASS:

This is moderately complex clerical work involved in the review, preparation, compilation and maintenance of medical records and special statistical reports.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Keeps records and compiles statistics on admissions, births, deaths, transfers and discharge of patients.

Prepares case abstracts of diseases and operative procedures of patients admitted and discharged from the hospital; assigns coding symbols for computer and billing purposes.

Retrieves and files medical charts and reports, insuring that charts and reports are properly processed and completed.

Types medical reports of operations, x-ray or laboratory examinations or special treatments given to patients.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn medical terminologies.

Ability to maintain medical records and prepare reports and summaries from medical records.

Ability to work effectively with the public and employees.

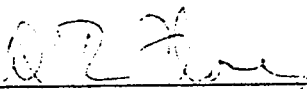
Ability to communicate effectively, orally and in writing.

Ability to type at a prescribed rate of speed may be required for certain positions.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of office clerical experience; or
- b) Any equivalent combination of experience and training which provides the minimum knowledges, abilities and skills.

Established: July 1980


 DAVID R. FLORES, Executive Director
 Civil Service Commission