**Medical Records Coordinator Standard Job Description**

**Classification Title:** Medical Records Coordinator

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 4

**Job Description Summary:**

The Medical Records Coordinator, under general supervision, copies and prints medical records per written requests received from clinics. Completes incoming and outgoing medical records requests for physicians. Prepares and prints medical charts for site visits for Medicare, Medicaid, and insurance company review. Prepares medical record documents for clinic audits and maintains accurate release/disclosure protected health information (PHI) log.

**Essential Duties and Responsibilities:**

**40% Document Management**

* Scan incoming documents for patient charts for each physician location.
* Perform data entry of patient information into electronic database.
* Manage medical records fax server, including fax filing to patient chart and electronic distribution to appropriate clinic personnel and/or physicians.
* Coordinate the gathering of charts and other medical records for clinic audits or reviews.

**20% Compliance and Requests**

* Complete subpoenas, affidavits, and insurance company requests.
* Ensure documents are notarized appropriately and sent to requesting parties.
* Assist medical offices in obtaining releases and copy/print of medical records.
* Maintain accurate release/disclosure PHI log.

**10% Patient Assistance**

* Answer medical records phone line.
* Assist patients in completing release of information forms.
* Send records to requesting offices electronically.

**10% Audit Preparation**

* Prepare and print medical charts for site visits for Medicare, Medicaid, and insurance company review.
* Prepare medical record documents for clinic audits.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience in a medical office.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of HIPAA guidelines, electronic medical records, and fax filing systems.
* Knowledge and understanding of PHI and privacy laws.
* Ability to work with sensitive information and maintain confidentiality.
* Ability to work independently once given a project.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* This position is required to handle Protected Health Information (PHI) as defined by Health Insurance Portability and Accountability Act (HIPAA) regulations, in accordance with System policy; and further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after employment, and on an as-needed basis thereafter.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 