**Position #:** [See Attached]

**Title:** Med Records Clerk SR

**JCC:** ______

**Grade:** 37

**Dept #:** 8-76200

**Job Group:** ______

**Educ./Exp.:** HS+1-2years

**License/Cent.:** ______

**Analyst:** ______

**Effective Date:** 7-17-00

**Completion Date:** 7-17-00

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### DEPARTMENT INFORMATION

**Division/College:** Hospital/Medical Center

**Department Name and Number:** Medical Records Department 8-76200

**Immediate Supervisor:** Med Records Supv

**Supervisor’s Official Title:** Med Records Supv

**Telephone #:** 323-5111

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### SIGNATURES

**Employee:** ____________________________

**Supervisor:** ____________________________

**Dept./Coil. Budget Officer:** ____________________________

**Sector Budget Officer:** ____________________________ $ _____

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### POSITION INFORMATION

Check one: **NEW POSITION: [ ]** **RE-EVALUATION: [ ]** **UPDATE ONLY: [x]**

If this is a re-evaluation or update, please provide the position #:

If the duties of this position are similar to others in the unit, please provide the position number(s) and/or title(s)

**Hours Worked Per Week:** 37.5 Of 37.5 = 100 % F.T.E.

(i.e. 37.5 of 37.5 = 100% OR 20 of 40 = 50% F.T.E.)

Check One: Full-Time [x] Half-Time [ ] Part-Time [ ]

Flex Leave: Yes [ ] No [ ]

Number of Months Worked Per Year _____

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Provide a brief justification for this request.

Is responsible for a variety of Medical Records Department functions as follows: Filing medical records, microfilm, and reports, issuing and registering medical record numbers, assembly and analysis of medical records, making new medical record volumes, retiring medical records, performing chart audits, chart and/or microfilm retrieval and delivery, providing training for new personnel, and attending training to maintain competency.

All functions are completed using various office machines which include: Fax machines, Multi-line phone system with voice mail, copy machines, microfilm reader and/or printer, computer printers, and the hospital computer system (PM) and Medical Records Department system (SoftMed).

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Summarize how the duties of this position relate to achieving the goals of the unit.

Facilitates communication among caregivers and ancillary personnel for patient care and for personnel conducting research. Assists the department in meeting JCAHO, state licensure, and other regulatory requirements regarding medical record maintenance and completion.
**JOB OUTLINE**

List this job’s key responsibilities in order of importance. Most jobs have three to five major responsibilities. Please specify the approximate percentage of time spent on each. Major job responsibilities are typically only one to two words. For example:

| Sample Major Job Responsibility: | Records/forms |
| Essential Functions: | Prepare IDIV’s, DAV’s, maintain personnel records and correspondence files. |
| *Competencies/Skills: | Planning and organizing, dependability and attention to detail. |
| Percent of Time: | 30.0% |

| Major Job Responsibility: | Record Management |
| Competencies/Skills: | Quantity of Work, Quality of Work, Attention to Detail, Judgement, Planning and Organizing, Customer Service Orientation, Collaboration, Tenacity |
| Percent of Time: | 30% |

| Major Job Responsibility: | Education/Training |
| Essential Functions: | Providing training for new personnel. Attending training to maintain job competencies. |
| Competencies/Skills: | Sensitivity, Teamwork, Communication, Technical/Professional Proficiency, Dependability |
| Percent of Time: | 15% |

| Major Job Responsibility: | Customer Service |
| Essential Functions: | Chart and/or microfilm retrieval and delivery for patient care, chart completion, research, quality reviews, correspondence and various other requestors. Sort filing and set up the filing sorter. Maintain records in the conference room. |
| Competencies/Skills: | Customer Service Orientation, Quality of Work, Attention to Detail, Communication, Teamwork, Impact, Initiative |
| Percent of Time: | 35% |

| Major Job Responsibility: | Communication |
| Competencies/Skills: | Customer Service Orientation, Impact, Collaboration, Listening |
| Percent of Time: | 20% |

**Performance Factors**

TOTAL %: **100**

100% **NOTE:** Additional copies of this page may be attached if more space is needed.
JOB REQUIREMENTS

Question 1: Education
What is the minimum formal education level required to do this job? (Mark one box.)

- ☐ Less than High School
- ☐ High School/GED
- ☐ Technical/Skills Training
- ☐ Technical Diploma
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree

Please list any specific degree requirements.

Question 2: License/Registration/Certification
Are any of the following required to do this job at UK? (Mark all that apply.)

- ☐ None
- ☐ Eligibility for Professional License, Registration or Certification
- ☐ Professional License, specify:
- ☐ Registration, specify:
- ☐ Certification, specify:
- ☐ Driver's License
- ☐ Commercial Driver's License

Question 3: Experience
What is the minimum job-related experience required to do this job? Experience can be gained either inside or outside UK. (Mark one box.)

- ☐ No experience required
- ☐ Six months or less
- ☐ More than six months but less than one year
- ☐ One to two years
- ☐ Three to four years
- ☐ Five to six years
- ☐ Seven to nine years
- ☐ Ten years or more

Please list any specific skills sets which may be required to perform the duties of the position: (i.e., MS Windows, Excel, etc.)

Filing Systems, Microsoft Windows, typing, and basic medical terminology.
A brief justification for this request:

Is responsible for a variety of Medical Records Department functions as follows: Filing medical records, microfilm, and reports, issuing and registering medical record numbers, assembly and analysis of medical records, making new medical record volumes, retiring medical records, performing chart audits, chart and/or microfilm retrieval and delivery, providing training for new personnel, and attending training to maintain competency.

All functions are completed using various office machines which include: Fax machines, Multi-line phone system with voice mail, copy machines, microfilm reader and/or printer, computer printers, and the hospital computer system (PM) and Medical Records Department system (SoftMed).

Major Job Responsibilities and Essential Functions:

Record Management

Education/Training
Providing training for new personnel. Attending training to maintain job competencies.

Customer Service
Chart and/or microfilm retrieval and delivery for patient care, chart completion, research, quality reviews, correspondence and various other requestors. Sort filing and set up the filing sorter. Maintain records in the conference room.

Communication
Employment Standards:

Specific degree required:____
Specific professional license required:____
Specific registration required:____
Specific certification required:____
Specific skill sets required: Filing Systems, Microsoft Windows, typing, and basic medical terminology.

Competencies/Skills: Quantity of Work, Quality of Work, Attention to Detail, Judgement, Planning and Organizing, Sensitivity, Teamwork, Communication, Technical/Professional Proficiency, Dependability, Customer Service Orientation, Impact, Collaboration, Tenacity, Listening, Initiative

Summary of how the duties of this position relate to achieving the goals of the unit: Facilitates communication among caregivers and ancillary personnel for patient care and for personnel conducting research. Assists the department in meeting JCAHO, state licensure, and other regulatory requirements regarding medical record maintenance and completion.