



**Health Information Management Services (HIMS) Clerk
JOB DESCRIPTION**

Position Title:	HIMS Clerk	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Medical Records		
Reports to:	Director of Medical Records		
Last Update:	December 6, 2013		

Job Summary

Appropriately and accurately verify and process requests for charts to be pulled for patient care, quality review, and audits in a timely manner.

Essential Functions

- Appropriately and accurately pulls records for patient care, quality review, and audits in a timely manner.
- Observe confidentiality and safeguards all patient related information.
- Responsible for coordinating the release of medical information to insurance companies, lawyers, state, and federal agencies.
- Responsible for processing of subpoenas and court orders, at the direction of the HIMS director.
- Verify authorizations in accordance with hospital policy and procedures and state and federal laws.
- Ensure that all requests for records are stamped with date received and logged in the correspondence log book.
- Notify requester when records are available.
- Able to retrieve files from doctor's deficiency area as well as perm filing.
- Maintain a good working relationship within the department and other departments.
- Adhere to hospital requirements, policies, and standards.
- Provide excellent customer service.
- Filing of all records.
- Answering main phone line in the department.

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.

- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- High school graduate or equivalent.
- Medical terminology knowledge preferred.
- Basic computer knowledge.
- Previous hospital experience preferred.

Knowledge, Skills, and Abilities

- Knowledge of health information management services.
- Strong organizational and interpersonal skills.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to maintain confidentiality of all medical, financial, and legal information.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner.

Physical Requirements and Environmental Conditions

- Work is performed during regular work hours, but will require overtime and/or weekend hours to meet deadlines.
- Work in varying degrees of temperature (heated or air conditioned).
- Work under extreme pressures.
- Position requires sitting for approximately 4-6 hours per day and walking for 2 hours per day.
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date