

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Medical Records Technician	Grade	
Department	Health Information Management	Exempt	
Immediate Supervisor	HIM Manager	Non-exempt	X
Supervisor next in line	CFO	Workweek	Up to 40
POSITION SUMMARY			
Under indirect supervision processes inpatient & outpatient admissions and discharges, records statistical information, performs deficiency analysis on diagnostic outpatient records, performs duties related to filing the medical record, outpatient diagnostic record assembly, record retrieval and other related health information management functions as assigned.			
Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:			
<ul style="list-style-type: none"> ● Actions and communications that contribute to a team concept and create a positive environment for all customers ● Acceptable performance of essential and all job duties ● Acceptable attendance record ● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building ● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct ● Accountability for the consequences of own actions ● Physical and emotional ability to perform essential functions ● Acceptable background investigation results if required for position 			
Minimum Education, Experience, Licensure, Certification required:			
High School diploma or equivalent Computer experience, excel proficiency Statistics experience preferred Previous hospital experience preferred			
ESSENTIAL FUNCTIONS/DUTIES: (Must be able to perform with or without accommodation)			
1	Performs all duties related to the processing of inpatient and outpatient admissions and discharges		
2	Records statistical information related to Medical Center patient visits & manages excel stat sheets.		
3	Performs deficiency analysis on outpatient diagnostic records.		
4	Answers incoming calls and assists ROI.		
5	Scans reports into the medical record.		
6	Scans inpatient and outpatient medical records into the EHR.		
7	Performs all duties related to medical record retrieval		
8	Performs HIM duties related to the transfer of patients		
9	Performs other duties as assigned		
10	Completes other duties as assigned.		
Knowledge, Skills, Abilities:			

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Knowledge:
 Filing systems
 Statistics

Skills:
 Computer data entry & proficiency in excel.
 Basic Computer skills
 Basic typing skills
 Phone etiquette

Abilities:
 To write neatly and legibly
 To operate a calculator with 10 Key proficiency
 To read, write, follow directions and perform basic mathematical computations
 To perform assigned/routine duties independently and accurately with minimal/reasonable supervision or assistance
 Communicate effectively verbally and in writing
 Assume additional duties when requested and to offer assistance to others when indicated
 Be willing to attend inservice education programs, workshops, and ask questions to maintain and improve knowledge level
 Utilize references and resources as appropriate to job functions
 Type 55 wpm
 Remain on task with high volume of disruption.
 To multitask

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
X	Other (Specify)	Artificial lighting, minimal windows, variation in room temperature, poor ventilation system.

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date