



## COMPETENCY BASED JOB DESCRIPTION

**Employee Name**

**Job Title:** RHC Receptionist

**Department:** SIHD Rural Health Clinic

**Supervisor:** RCH Manager

**Level:** (*Exempt or Non-exempt*)

**Job Summary** Compile, process, and maintain medical records of clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements.

### **Minimum Qualifications:**

**Education:** High School Diploma or Equivalent to (REQUIRED).

**Experience:** At least Six months to one-year in medical field preferred.

### **Other Qualifications Required:**

- Ability to communicate clearly in both oral and written forms using the English language.
- Ability to respond to common inquiries or complaints from residents, patients, physicians, peers, regulatory agencies, or members of the business community.
- Ability to work independently.

### **Specialized Skills:**

- Familiarity with medical terminology.
- Demonstrated strong customer service and communication skills.
- Organizational and time management skills .
- Proficient computer skills.
- Possess a strong work ethic and high level of professionalism.
- A team player who handles multiple projects simultaneously in fast paced environment.



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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Filing:**

- File all patient related materials into the correct patient medical chart.
- Purge inactive records at interval times throughout the year.
- Log and box in preparation for storage.

#### **Scanning:**

- Conduct analysis of paper medical records and scan into the correct patients' charts.

#### **Records Releases:**

- Follow release of information protocols. Retrieve patient medical records for physicians, are returned. technicians, or other medical personnel.
- Follow up to ensure records Release information to persons and agencies according to regulations Follow regulatory standards according to State, Federal, and Hospital guidelines.
- Maintain log of all invoices showing amount charged for records.

#### **Death Log:**

- Complete death log when death certificated arrive from the County.
- Make sure all deaths have been entered in the death book as they occur (this is usually done by nursing, name, and date of death only). If nursing hasn't done it, then the clerk will.
- All other duties assigned, such as answering phone calls, helping gather data for state reporting purposes, etc. Note: The above statements are intended to describe the general.



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### **Physical Requirements:**

- Primarily desk-based work; light lifting of office supplies (usually under 20 lbs.).
- May require some walking to other departments or facilities
- lifting or carrying boxes and objects up to 10 pounds, such as boxes of files or equipment

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This document is not intended to be an exhaustive list of all responsibilities, skills and working conditions for the personnel that are classified.

I accept the responsibilities and authorities of this position. I realize that my evaluation will be based on this job description.

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Employee Signature

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Date