



Job Title: Medical Records Specialist

Reports to: Sandra Lauer

FLSA Status: Part-time

Job Description:

Our clinic is seeking a Medical Records Specialist to help us process patient records. In this role, your tasks will involve scanning documents, updating electronic health records (EHR), and preparing charts in advance of patient visits. During this process, you will ensure that our clinical documentation is accurate and complete. You will also respond to release of information (ROI) requests, logging all requests, authorizations, and releases in our system. This role also entails prior authorization of medications requests for patients. As part of this role, you will ensure compliance with state and federal regulations, including HIPAA guidelines.

Medical Records Specialist Duties and Responsibilities

- Maintain physical medical records
- Update patients' electronic health records (EHR)
- Respond to ROI (release of information) requests for medical records
- Validate requests and authorizations for the release of medical information
- Ensure that clinical documentation of the services provided to our patients is correct
- Prepare charts for patient visits
- Follow all HIPAA regulations
- Perform other clerical duties as needed

Medical Records Specialist Requirements and Qualifications

- A high school diploma or GED certificate
- Medical records experience or medical scribing experience required
- Knowledge of medical terminology
- Basic computer skills
- Attention to detail
- Communication skills
- Strong Collaborator

This position is a temp-to-hire role.

JOB OUTCOMES: Practice in accordance with WELL & Company's mission.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to the potential for reasonable accommodation.