

JOB DESCRIPTION

JOB TITLE: MEDICAL RECORDS SCANNER
REPORTS TO: INFORMATION SYSTEMS DIRECTOR & ADMINISTRATION

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an "essential function" is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS:

Ability to manage and track multiple tasks or assignments is required.

TEMPERAMENT:

Clear communication skills required. Ability to provide clear concise instructions to physicians and team members of the practice is considered essential. Attention to detail and ability to prioritize and organize work is required. Adaptive independence to tasks and sudden changes in priorities based on the organization, physician, or patient needs is required. Must project a positive demeanor and tone in all interactions with patients, families, and fellow team members.

FUNCTION:

At the Direction of the Information Systems Director:

Working independently or in collaboration with all representatives of Administration, provides, and assures prompt scanning and organization of all patient related "data" into the NextGen Electronic Medical Record (EMR) for use by all internal users within the building.

Utilizes ICS (Image Control System) to organize scanned documents into patients' electronic medical records.

ICS data may include, but is not limited to: Outside Lab Reports, Physical/Occupational Therapy Requests or Progress Reports, Home Health Reports or Orders, Referrals, results of Consults, Communications with Payers, Fax Requests-FMLA-Legal-Disability, Workers' Compensation Correspondence.

This position requires the employee to have access and protect patient health information whether in electronic, written or verbal form.

Effective Date: 1/8/10

Revision Date:

Review Date:

MEDICAL RECORDS SCANNER

Provided with the appropriate education, demonstrates knowledge and understanding of software function.

Works with Information Systems Director to enhance scanning function by:

Monitoring and updating Process or Work Flow as necessary, to capture the day-to-day influx of the patient specific information for multiple users.

Assisting the organization by identifying or eliminating redundant, meaningless tasks or processes.

Overview of Job Responsibilities

1. Scan patients' medical records into electronic format utilizing established process.
2. Data enter patients' past medical histories (medications, allergies, social history) into electronic medical record for use by Patient Care & Provider.
3. Direct incoming faxes; assign document to either patient record or employee.
4. Lab Assign/Doc Assign – redirect incoming labs, transcription, test results from outside sources to patient record.

KNOWLEDGE:

General operating systems, word processing, spreadsheet applications, e-mail applications.

SKILLS:

Attention to detail – as incoming information is assigned to patients' Medical Records or accounts.

Establishing and maintaining effective working relationships with other employees, patients, physicians and the public.

Organizing tasks.

Utilizing customer service when dealing with frustrated team members.

ABILITIES:

Ability to process or understand technical manuals and learn new techniques quickly.

Ability to plan work flow and implement appropriate actions.

PHYSICAL/MENTAL DEMANDS:

Manual dexterity for using computer keyboard. Carrying charts and supplies up to 15 lbs. Bending and stooping required. Walking up and down stairs required. Involves sitting approximately 50% of the day, walking or standing the remainder.

ENVIRONMENTAL/WORKING CONDITIONS:

	<p>Work is performed in a busy office environment and requires both desk and counter work. Frequent contact with employees and outside agencies. Continual patient, physician and Team Member contact is required.</p> <p>This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.</p>				
	<p>PERFORMS OTHER RELATED DUTIES AS ASSIGNED</p>				