

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following 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, duties and skills required of personnel so classified.

Title: MEDICAL RECORDS TECHNICIAN

Reports To: Designated Supervisor

UW Job Code: 3136

UW Job Family: 51 – Technicians

SOC Code: 29-2072

FLSA: Non-exempt

Pay Grade: 16

Date: 4-14-11

JOB PURPOSE:

Compile, process, and maintain medical documentation and records for internal and external physician review and/or consultation in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain filing system of medical records including filing, purging, and creating patient records/charts, as directed.
- Scan and index lab, x-ray, external consultation reports, and all miscellaneous documents into electronic medical record. May assist other workers with coding of records.
- Locate reports/documents for providers and nurses.
- Coordinate with external offices and/or agencies to receive and/or release medical documentation.
- Handle patient requests, phone inquiries, death certificates, and various other requests for information with knowledge of federal, state, local and internal policies and procedures.

SUPPLEMENTAL FUNCTIONS:

- Monitor operation of office equipment and notify supervisor for supply/equipment purchase or repair orders.
- Provide backup for other medical office positions as requested.

COMPETENCIES:

- Attention to Detail
- Consistency
- Integrity
- Quantity of Work
- Quality Orientation

- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Medical terminology and medical specialties.
- Records system management procedures and practices.
- Third-party and other insurance billing requirements and reimbursement.
- Human anatomy, physiology, and disease processes.
- Computers and software technology.
- Patient charts and notation.
- Basic office equipment, including computers, dictation equipment, scanners, fax and copy machines.
- Applicable federal, state, and local rules and regulations.
- Patient confidentiality.
- Archival ethics and laws.
- Medical clinical operations.

Skills and Abilities to:

- Use computers including ability to convert files from one application to another.
- Maintain filing systems of medical records.
- Develop and maintain recordkeeping systems and procedures.
- Sort, check, count, and verify numbers.
- Use basic office equipment.
- Maintain confidentiality.
- Keep up to date with new medical terminology related to medical and surgical specialties.
- Pay attention to detail.
- Work under limited supervision.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Standard office/clinic environment; no major sources of discomfort. Regularly exposed to video terminal displays and repetitive keyboarding. Some positions may work in confined areas. Occasional exposure to airborne diseases or biological hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.