JOB DESCRIPTION MEDICAL RECORDS TECHNICIAN

Job Title : Medical Records Technician
Reports To : Manager-Medical Records
Department : Medical Records Department
Working hours : 7.30AM to 5.30PM

Prime Job:
- To ensure smooth functioning of New & Revisit Registration area Admission & Discharge office and Medical Records.
- To ensure quick disposal of patients from the Registration, Admission & discharge area.
- To meet the training requirements of the Medical Records staff and trainees.
- To ensure Medical Records codification is updated by clinic wise and surgical wise everyday.
- To ensure that the daily collection of cash is tallied and deposited in the accounts department.
- To prepare monthly and yearly Statistical reports.

Role and Responsibility:
- To ensure that the Registration and admitting area is adequately staffed for the smooth running of the department.
- To update codification of Medical Records by diagnosis wise and surgical wise everyday.
- To prepare statistical report according to surgical wise and doctor’s wise everyday.
- To ensure Medical Records are processed serially and filed everyday.
- To generate all statistical data’s on daily, monthly and yearly basis to submit to the management.
- To ensure daily and monthly bills of OP & IP of the sponsored patients are sent to the accounts department on weekly and monthly basis.
- To identify the training requirements of the staff and address to the management as and when needed.
- To take regular classes for the Medical Record trainees based on the medical record syllabus.
- To conduct weekly meetings for the staff and trainees on issues related to the department.
- To prepare monthly duty roaster for the medical records staff and trainees and made available to all the staffs.
- To ensure Medical Records are promptly transferred to other satellite centers as per the request of patients.
• To procure and keep all forms and stationary needed for every week from stores.
• To solve problems and grievous (if any) of patients and to ensure patient satisfaction.
• To ensure medical records are inactivated and disposed based on the inactive policy.
• To ensure adequate space and racks are available to keep medical records every month.
• To ensure missing medical records or wrongly filed medical records are searched and taken out.
• To coordinate or alter to work for any other job assigned by the HOD or by the management as and when it is required.

Key Tasks:
• Daily updation of coding.
• Preparation of monthly and yearly statistical reports.
• Availability of Medical Records to patients at all times.
• Teaching & Training the Medical Records staff and trainees.

Working relations with other department:
• To co-operate with finance department on day to day handling of registration, Admission and lab investigation cash and settlement of Accounts.
• To coordinate with computer section in generation of any statistical reports required by the management and in case of any computer problems.
• To assist Medical Records staff in issuing Medical Records to doctors and Paramedics for project study, presentations and seminars.
• To co-ordinate with Stores Manager regarding any alteration or changes in the forms as required by the management and to ensure availability of all forms required for Medical Records department.

Signature of the Staff

Signature of HOD