

JOB DESCRIPTION MEDICAL RECORDS ASSISTANT

Job Title : Medical Records Assistant
Reports To : Manager-Medical Records
Department : Medical Records Department
Working hours : 7.30AM to 5.00PM

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 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 SLT members.
- 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 take regular classes for the Medical Record trainees based on the medical record syllabus.
- 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.

Working relations with other department:

- To co-operate with Billing section 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 other allied professionals for project study and seminars.

Signature of the Staff

Signature of HOD