



## **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**