



San Diego Cardiac Center Medical Group, Inc.

JOB DESCRIPTION

POSITION: Chart Prep Health Information Technologist
DEPARTMENT: Administrative Operations
REPORT TO: Administrative Operations Manager
STATUS: Full Time, Non-Exempt

The Medical Records Technician is a key role within the organization for the updating of electronic patient records prior to their upcoming appointment with an SDCC provider. This position ensures that correct medical information including past medical history, labs, cardiology tests, and hospital records are present and available so that the providers have an efficient visit with the patient. Works under the supervision of the Administrative Operations Manager.

Essential Functions

- “Scrub” charts for accuracy, and proper entry of medical records into the medical records system prior to upcoming patient visits.
- Retrieves medical record information from provider offices and facilities through pulling, breaking down, copying/ scanning, indexing, assembling, and uploading medical records into an image data management application in the E.H.R. three (3) days prior to upcoming patient visits.
- Completes daily productivity and progress log on physician schedules.
- Notifies manager if processing gets behind target of (3) days prior.
- Prepares, receives, and submits forms, documentation, and correspondences as needed.
- Communicating with scheduling, billing and authorization personnel to confirm scheduled appointments.
- Additional duties as necessary to meet the obligations of our practice.
- Assists with scanning as needed.
- Manage general and personal voicemail box, responding to all inquiries by end of the day or noon the next business day if calls come after 3 PM.
- Assists with obtaining records as requested by clinical staff or doctors in a timely fashion.
- Assist with managing incoming and outgoing faxes.
- Remind patients of needed testing to be done prior to their appointments.
- Obtain past medical records and test results from other hospitals/medical systems as needed for upcoming appointments.
- Scan medical records into appropriate charts.
- Answer patient phone calls and assist them as necessary with accessing their medical records or patient portal account.
- Make copies of patient charts and mail as requested by the patient.
- • Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Registered Health Information Technician (RHIT) certification strongly preferred. Experience may substitute for certification.



- Associates in Business, Health Care administration, or related field strongly preferred.
- Cardiology experience is highly desirable.
- Minimum 2 years of strong medical records and health information or other medical office administrative or clinical experience.

JOB Knowledge/Skills

- Must have Document Imaging or Scanning experience
- Must have strong reading/writing skills
- Excellent customer service, problem-solving skills, and attention to detail
- Knowledge of medical terminology
- Understanding of healthcare records compliance
- Strong knowledge of HIPAA and PHI
- Navigational knowledge of electronic medical record applications such as Epic, Allscripts, Medinformatix, Quest, LabCorp.
- Must have excellent time management skills, be highly organized, self-motivated
- Maintain a high level of productivity and confidentiality.
- Strong knowledge of computer-based systems such as Excel, Word, and the Internet with the ability to quickly learn new systems.
- The ability to follow through timely on tasks is essential.
- Possess excellent written, verbal, and interpersonal communication skills.
- Team oriented and leadership skills
- Must possess initiative; tact; poise and excellent customer service skills.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit (90%) and includes some walking (10%). The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include color vision. Requires prolonged sitting, some bending, stooping, and stretching, requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment.

RECEIPT OF JOB DESCRIPTION:

I have read and understand the job description duties listed for **Chart Prep-Health Information Technologist** and have received a copy.

Employee Signature

Date

Manager or HR Representative

Date