

MUNSON HEALTHCARE MANISTEE HOSPITAL  
JOB DESCRIPTION

TITLE: Clerk/Typist FLSA: Non-Exempt  
Job Code: 009800 Grade: Union 1  
Work Comp Code: 8810 Date: 9/97, 3/98, 3/01,  
DEPARTMENT: Health Information Management 4/01, 12/03, 1/18

APPROVALS

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES: \_\_\_\_\_ DATE: \_\_\_\_\_

GENERAL SUMMARY:

Under general supervision, but according to established procedures, assembles and analyzes inpatient/outpatient charts and ensures that all records are complete and accurate.

QUALIFICATIONS:

1. Level of knowledge equivalent to that ordinarily acquired through completion of high school (including course work in typing).
2. Analytical ability necessary to interpret data contained in records.
3. Interpersonal skills necessary to communicate with all Hospital associates and physicians.
4. Visual acuity necessary to regularly read and decipher handwriting.
5. Ability to determine to whom medical record information may be released.
6. Ability to perform minimal typing.
7. Please check the appropriate health and safety requirements:

- Exposure to blood and/or body fluids
- Exposure to hazardous chemical, pharmaceuticals, or nuclear exposures
- Continual bending, lifting, pushing, pulling up to an equivalent of associate's weight
- Minimal lifting, pushing, pulling, bending...
- Continual standing
- Continual sitting
- Sporadic keyboarding, sitting, standing, min.-med. lifting/pushing/pulling/bending
- Utilization of personal protective equipment (gloves, masks, gowns, boots, etc)
- Continual keyboarding

8. Please check the appropriate age specific competencies:

Prenatal & Perinatal (0-2)                       Middle-Aged Adult (29-53)

Young Child (2-8)

Geriatric (54-74)

Adolescent (9-15)

Frail Adult (75+)

Adult (16-28)

Not applicable, no clinical  
contact

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Receives outpatient/inpatient medical records from admitting/nursing stations following patient discharge and assembles them according to specified procedure; ensures that all records are accounted for by reference to discharge list or outpatient log.
2. Analyzes patient records ensuring the presence of all necessary information (i.e., no deficiencies), such as diagnosis, signatures, summaries, x-rays, nursing assessments and notes, pathology and so on. Files late reports in patient records.
3. Returns incomplete records to physicians, nursing staff and other departments for addition of omitted information; inspects records following completion by physician and reroutes record for further action as necessary. Notifies admissions and other departments to make necessary corrections.
4. Copies and sends requested medical record information to insurance companies, attorneys, other physicians and hospitals according to established procedures. Assembles necessary information for patient transfers.
5. Obtains birth information and types birth certificates; types paternity papers and has them signed with a notary present.
6. Performs related duties such as answering telephone and disseminating allowable information, indexing and filing, routine typing, photocopying, pulling medical records for other departments, etc.
7. Mandatory safety inservice attendance.
8. Performs job responsibilities in an ethical, compliant manner consistent with the organization's values and the Hospital's Corporate Compliance Program, policies, procedures and protocols.
9. Applies PI concepts and methods throughout related activities.
10. Performs other related duties as requested.
11. Encourages subordinates and works in a safe and healthy manner to prevent injury or illness.

The above statements are intended to describe the general nature of the work being performed and are not exhaustive lists of duties or requirements of the position.

MUNSON HEALTHCARE MANISTEE HOSPITAL  
JOB DESCRIPTION ADDENDUM

TITLE: Coding Technician Team Leader  
Clerk/Typist Team Leader  
Medical Transcription Team Leader

DEPARTMENT: Health Information Management

DATE: 1/17/2000

APPROVALS

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

VICE PRESIDENT  
OF OPERATIONS: \_\_\_\_\_

DATE: \_\_\_\_\_

HUMAN RESOURCES: \_\_\_\_\_

DATE: \_\_\_\_\_

QUALIFICATIONS:

1. Knowledge of section and its duties and responsibilities.
2. Interpersonal skills.
3. Analytical ability.

DUTIES AND RESPONSIBILITIES:

1. Schedule work load to assure limited backlogs for all areas, especially during illness and vacations.
2. Monitor work load and reassign work as necessary according to established priorities.
3. Notify supervisor when overtime and/or outside help is needed to keep work current.
4. Recommend changes to policy and procedure as needed and communicate to all in section.
5. Promote team work between all sections of the department using interpersonal skills.
6. Answer questions staff may have regarding their work or consult supervisor for further information.
7. Identify training needs and road blocks for work completion and refer to supervisor.
8. Order routine supplies for section, and notify supervisor of special order needs.
9. Provide input of work performance to supervisor for evaluations.