



Job Title: Medical Records Facilitator Supervisor's Title: Referral Department Manager Department: Referral Department	FLSA Status: Non-Exempt Revised: 8/27/2019
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General Summary: Under the direction of the Referral Manager, the Medical Records Facilitator's primary responsibility will be receiving and processing medical records by filing patient health information in the electronic medical record, distributing faxes to proper individuals, scanning documents and clearing the fax inbox daily.

Major areas of responsibilities:

- Receiving and processing medical records by filing patient health information in the electronic medical record.
- Distributing faxes to proper individuals, scanning documents and clearing the fax inbox daily.
- Assisting callers and returning calls from the Medical Records Phone Line.
- Keeping a detailed list of X-ray orders and following up with patients to ensure results are received and attached to patient medical record.
- Cross Training within the Referral and Facilitator Department to perform assigned tasks.
- Calling and verifying scheduled appointments; contacting patients if appointment was missed to reschedule; assisting with other administrative tasks involving the care team.
- Supporting clinical Care Teams as needed.
- Opportunities for staff development through seminars and online training

Requirements:

- Interest in care coordination and long term care in Medically Underserved Population (MUP)
- Commitment to community health and outpatient care, serving the patient and community health center as an advocate for patients and facilitator of health center processes.
- Enjoys multi-tasking
- Computer skills: knowledge of EMR, Microsoft Windows, Microsoft Office, Google Chrome minimum requirement.

Required Education:

- High school diploma or the equivalent.
- A diploma, associate's degree, or a bachelor's degree in health sciences or social sciences is desirable.

CHRIST COMMUNITY HEALTH

Physical Requirements:	Rarely (0-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Standing/Walking		X		
Climbing/Stooping/Kneeling	X			
Lifting/Pushing/Pulling	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

Working Conditions: The position has normal office working conditions with the absence of disagreeable elements.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

By signing below, I acknowledge that I have read and understand this job description and I am ready to perform the duties listed above.

Employee Signature

Date