

## Medical Records Clerk

**Reports To:** Clinic Supervisor  
**Location:** Happy Camp  
**Salary:** \$9.00 to \$10.00, depending on experience

**Summary:** Shall work under the supervision of the Clinic Supervisor and shall be responsible for a medical records system that permits prompt retrieval of information. Shall be responsible to maintain a system for the collection, processing, maintenance, storage, retrieval and distribution of medical records. Shall work with the CQI Department to comply with JCAHO standards and shall collect and monitor data specifically related to the Management of Information standards.

**1) What are your typical job responsibilities?**

Processing charts, pulling the charts, filing charts, faxing incoming and outgoing prescriptions, answering the telephones, pulling charts for next day, pull charts for the referral dept.

**2) How do you *really* spend your day?**

Non-stop all day except for breaks. Fax all prescriptions that come in, processing charts, pulling charts for the following day, answering phones, faxing information to the billing dept. as needed.

**3) How do you organize your day to ensure you get everything done?**

Take notes, set up the night before, keep charts in certain areas. Separate items and leave notes as I need them.

**4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?**

I moved here to Happy Camp from Oregon; my parents live here.

**5) Uppers; what is the thing that you love most about your job?**

I enjoy working with my co-workers and the satisfaction of knowing we are helping people in our community.

**6) Downers; what is the thing that you love least about your job?**

The working conditions; small area to work in, not enough room.

**7) What inspires, excites, and/or motivates you in your job?**

I like it because I'm always busy.

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

Forty hours per week, staff meetings.

**9) How do you relieve stress?**

I go for walks, read, and get massages.

**10) Does your job include a lot of traveling? Do you enjoy it?**

No.

**11) What advice would you give to someone interested in this line of work?**

Have compassion, patience, and have a sense of humor, and enjoy people.

**12) What does a *typical day in your world* look like?**

Non stop, very busy. Work and home, helping my parents. I try to relax and enjoy a good book. Work on weekdays, spend time at home on weekends; I enjoy painting and working on my home.