

Medical Records Clerk II

Reports to: Clinic Physician

Supervises: Medical Records Clerk I

Location: Yreka Clinic

Salary: \$11.00 to \$12.00 per hour, depending on experience

Summary: Shall retrieve and interview incoming patients to obtain or update required patient information. Shall answer and route telephone calls and respond to telephone and in person requests for clinic information. Shall demonstrate knowledge of and enforce KTHP policies and procedures. Shall access the RPMS Data System and demonstrate proficiency in relation to RPMS packages, related job duties, within a need to know basis. Shall perform all Medical Records duties as assigned. Shall work with the entire healthcare team to promote a positive attitude and an environment of patient-centered service, continuous quality improvement, compliance with Ambulatory Healthcare Standards and other statutory requirements.

1) What are your typical job responsibilities?

Keeping charts together

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

Finding charts and loose papers

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

I come in and see what is on the counter for me to do

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 worked in records before and liked it.

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

I can take great pride in my work.

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

A lot of people have their hands on a chart and might mess it up, this would make me look bad...

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

The more work I have is a bigger challenge.

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

8-5 5 days a wk no meetings yet, and no travel.

9) How do you relieve stress?

Smoke

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?

Be ok with doing repetitive work

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

Lots of paper and dry hands!!!