

Medical Records Technician Job Description

Duties and Responsibilities:

- Prepares statistics on the prevalence of certain diseases; the predisposition of certain patients to certain diseases, the prescription of a medical practitioner, as well as the response of the patient
- Complies with legal as well as regulatory requirements on the sharing of a patient's medical record to ensure that the hospital's reputation is maintained and it is free from legal liability
- Suggests means by which procedures for maintaining medical records can be improved upon
- Codifies patients' medical records in order to enable them get reimbursement from their employers and/or insurance company
- Provides regional and/or national databases on cancer, hypertension, diabetes, etc. with data on specific diseases and/or the efficacy of prescribed treatment procedure
- Maintains and regularly updates medical records in soft copy and in easily retrievable form
- Ensures that it is easy to troubleshoot problems relating to the maintenance and regular update of medical records.

Medical Records Technician Requirements – Skills, Knowledge, and Abilities

- Ability to keep the medical records of patients in confidence without divulging same to unauthorized persons
- Possession of proven organization, mathematical, and analytical skills
- Proven ability and/or inclination to follow instructions
- Proven ability to work with or without regular supervision
- A strong understanding of the English language
- A certificate or associate's degree in Medical Technology

- The ability to maintain an open mind to the acquisition of new skills and knowledge while on the job, especially the use of chemicals and understanding of basic safety procedures
- Possession of leadership skills, including the ability to take the initiative where and when necessary
- Possess effective interpersonal and problem-solving skills
- The ability to communicate effectively orally and in writing
- Strong time management skill, and the ability to be effective working as part of a team
- Ability to pay attention to detail and maintain quality focus and professionalism
- Computer literacy with dexterity in the use of Microsoft Applications like Microsoft Word, Excel, Access, etc.
- Proven documentation and data entry management skills.