

Job Description

Job Title	Medical Records Clerk
Department	Medical Records
Reports to	Medical Records Supervisor
Date	August 2014

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The quality of clinical documentation in the Healthcare record is essential to ensure the continuity and delivery of safe and quality patient healthcare.

Main Role, Duties and Responsibilities

Pulling charts for the following:

- OPD Clinics.
- In-patient chart requests.
- VHI, Rooms List and Research Lists.
- Discharges from Wards.
- Secondary Storage Area Charts.
- General patient enquiries.
- Requests from other hospitals and general practitioners.
- Maintenance of charts as needed.
- Filing of reports, correspondence and documentation.
- Responsible for care and maintenance of the sections within the mobile shelving unit.
- Maintain efficient general office procedures as appropriate to the post.
- Liaise with staff in other departments, the public and outside agencies in a confidential, courteous and professional manner.

Provide Copies of charts as per Data protection and Freedom of Information Acts.

Health and Safety

- Comply with the safety procedures in place in the Hospital.

Service quality & Accreditation

- Be aware of the quality systems in place to ensure that services are provided to agreed quality standards such as JCI and NHO.
- Be aware of the relevant performance indicators by which service quality can be monitored over time.
- Ensure staff understands the importance and relevance of quality in relation to their every day work.

Confidentiality

You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality. To this end you will not discuss workings of the Hospital or its patients with people outside the Hospital, save as required to do so in the course of your work. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or

under your control. No documents or property of the Hospital may be removed from the Hospital without prior authorisation.

Person Specification

Qualifications	<ul style="list-style-type: none"> ▪ Leaving Certificate. ▪ Aptitude for computing is essential. ▪ Knowledge of general office procedures is essential. ▪ Medical Records course is desirable. ▪ Knowledge of ICD-10AM Coding
Experience	<ul style="list-style-type: none"> ▪ General office experience.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of Word and other related packages. ▪ Good administrative and organisational skills. ▪ An understanding of clinical areas.
Personal Competencies	<ul style="list-style-type: none"> ▪ All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management. ▪ Good keyboard skills. ▪ Good interpersonal and communications skills. ▪ Have the ability to liaise effectively with all staff. ▪ Have a flexible approach to their work. ▪ Demonstrate an ability to prioritise work and handle large volumes of activity.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.