UNIVERSITY OF SOUTHERN CALIFORNIA
Clinical Records Clerk
Job Code: 189003

OT Eligible: Yes
Comp Approval: 6/29/2016

JOB SUMMARY:
Controls access to file room and ensures records are signed out and returned. Pulls patient charts as needed. Files and scans information into patient charts. Releases patient information following established confidentiality procedures. Maintains patient records adhering to retention guidelines. Answers chart room calls. Ensures compliance with infection control and safety standards.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>_______</td>
<td>Controls access to file room and ensures records are signed out and returned. Maintains confidentiality of records.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Pulls patient charts as needed. Delivers charts to and retrieves charts from assigned areas by following established routing procedures. Keeps health care providers informed by communicating availability or unavailability of records.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Files and scans information into patient charts, such as progress notes, laboratory reports, x-ray results and correspondence.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Releases patient information in appropriate format to requesting parties following established confidentiality procedures.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Maintains patient records adhering to retention guidelines. Arranges for storage of outdated files with outside vendor.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Answers chart room calls.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Performs administrative duties as assigned (e.g., answers telephones, greets patients, makes copies, and maintains clinic scheduling.)</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Ensures compliance with infection control and safety standards. Adheres to established standards for sterile processing.</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>Maintains currency with and adheres to professional standards, University policies and procedures, and federal, state, and local regulations. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university's Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 0 - 6 months

**Minimum Field of Expertise:**

**Preferred Education:**
- High school or equivalent

**Preferred Experience:**
- 6 - 12 months

**Preferred Field of Expertise:**
- Proficiency in medical records

**Skills: Administrative:**
- Answer telephones
- Assemble and organize numerical data
- Prioritize different projects
- Read handwritten text
- Understand and apply policies and procedures

**Skills: Machine/Equipment:**
- Computer network (department or school)
- Fax

**SIGNATURES:**

Employee: ____________________________ Date: ____________________________

Supervisor: ____________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
The University of Southern California is an Equal Opportunity Employer