UNIVERSITY OF SOUTHERN CALIFORNIA

Medical Records Tech I

Job Code: 189007

Grade: HB
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Performs basic tasks associated with medical records maintenance and usage, such as scheduling appointments, delivery and retrieval of patient charts and filing of patient charts. Training will be provided, if necessary.

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

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Schedules patient appointments.
Prepares appointment schedules for clinics and doctors.
Enteres appointment data into computerized system for tracking purposes.
Delivers and retrieves patient charts from clinics and practitioners.
Files charts according to established procedures.
Answers phones and refers calls to appropriate party.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
Yes 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:
Less Than High School
Minimum Experience:
0 - 6 Months
Minimum Field of Expertise:

Preferred Education:
High School or equivalent
Skills: Administrative:
- Answer telephones
- Read handwritten text
- Schedule appointments

Skills: Machine:
- Computer Network (Department or School)

Supervises: Level:
May oversee student, temporary and/or casual workers.

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.

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