UNIVERSITY OF SOUTHERN CALIFORNIA
Medical Records Tech II
Job Code: 189011

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<thead>
<tr>
<th>Grade:</th>
<th>HC</th>
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<tr>
<td>OT Eligible:</td>
<td>Yes</td>
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<td>Comp Approval:</td>
<td>9/9/1993</td>
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**JOB SUMMARY:**
Pulls, analyzes and updates patient medical charts.

**JOB ACCOUNTABILITIES:**

<table>
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<th>*E/M/NA</th>
<th>% TIME</th>
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| _____  | _____  | Pulls patient charts. |
| _____  | _____  | Analyzes and updates patient charts. |
| _____  | _____  | Creates medical records for new patients. |
| _____  | _____  | Inserts laboratory results into patient charts. |
| _____  | _____  | Answers patient inquiries for laboratory results. |
| _____  | _____  | Delivers and retrieves patient charts from clinics and practitioners. |
| _____  | _____  | Files charts according to established procedures. |

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

**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:

6 - 12 Months

Minimum Field of Expertise:

Preferred Education:
High School or equivalent

**Preferred Field of Expertise:**

Medical records

**Skills: Administrative:**

- Answer telephones
- Maintain filing systems
- Read handwritten text

**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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