

**Position Description:**

**Mental Health Resource Center** is looking for a **Medical Records Specialist** at our Southside facility. This facility provides inpatient and outpatient behavioral health services.

The primary objective of the Medical Records Specialist is to maintain health information of individuals served in a manner that ensures compliance with Renaissance Behavioral Health Systems (RBHS) and Mental Health Resource Center (MHRC) privacy and security policies and procedures.

**The essential functions include but are not limited to:**

- Preps paper documents for scanning according to guidelines. Performs scanning of paper documents into the electronic health record (EHR)
- Monitors and prioritizes work queues to retrieve scanned documents from outpatient programs
- Accesses and reviews scanned document for image quality. Refers any illegible scans or other image issues to the appropriate program for re-scanning.
- Indexes scanned documents according to established naming conventions using the correct record type, description and effective date. Validates that documents are viewable in the documents list.
- Receives requests for disclosure of information. Analyzes and reviews each request for completeness and proper authorization. Notifies supervisor of any issues.
- Processes valid requests and subpoenas in accordance with policy and procedure. Maintains two-day turnaround for most requests. Processes telephone and in-person inquiries on a same-day basis.
- Retrieves patient discharges from the inpatient units. Organizes paperwork according to assembly procedure. Scans and indexes inpatient documentation.
- Reviews inpatient records for completeness of documentation according to internal and external standards. Tracks documentation deficiencies and the completion of these deficiencies
- Ensures Continuity of Care requirements are met by requesting and tracking the receipt of records from/to outside entities.
- Answers telephone and assists callers by routing calls, taking messages, etc. Files and retrieves medical records as requested.
- Maintains knowledge of HIPAA requirements regarding privacy and security of health information. Ensures compliance with confidentiality policies.

**Position Requirements:**

In order to be considered, candidates are required to have a High School diploma or equivalent.

Experience working in a medical records department or related healthcare environment preferred.

Computer experience required.

Proficient in the operation and use of computers and scanners including various software programs such as Adobe Pro, Word, Excel and email.

Proficiency in the Electronic Health Records (EHR) and Patient Information System demonstrated within three months of employment.

**Position Details:**

Monday through Friday, 8:00am – 4:30pm/ MHRC South

***These full time positions offer a comprehensive benefits package.***