



Job Description

MEDICAL RECORDS

Purpose: Establish and maintain the medical records of the patients participating in the Salem Free Medical Clinic.

Responsible To: Medical Records Lead/Clinic Coordinator

Time Commitment: A minimum of 4 ½ hours at each clinic. Morning clinic must be able to arrive not later than 8 am and afternoon clinic arrival not later than 12 pm.

Licenses/Certifications or Skills: None

Special Considerations: Must be 18 years of age or older. This is a very administrative skill driven volunteer position (e.g. legible writing, filing, alphabetizing, etc.)

Responsibilities:

- A person in this position doesn't have to be a Christ follower but must adhere to the philosophy of the clinic that our goal is to bring those around us to a personal relationship in the Christ of hope.
- Pull medical record for current patients of SFMC.
- Create new medical record for new patients coordinating with Admitting to obtain the list of patients in a timely way to assure records are ready for Provider.
- Check record for accuracy, completeness and file information into medical records after the patient is done in clinic. (Quality control of patient records)
- Coordinate any copying needs for each clinic for departments (e.g. MedAssist, Project Access, Providers, etc.)
- Fax/mail requested a record assuring a release of information is available prior to sending.
- Other duties as requested to assure a smooth running clinic.