<table>
<thead>
<tr>
<th>Job Title/Job #:</th>
<th>Medical Records Specialist</th>
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<tbody>
<tr>
<td>Full-time, 37.5 hours per week (Job 2866)</td>
<td>• Responsible for gathering, processing, and in-taking patient medical records and reporting patient information for health standards. This position will ensure medical records are maintained in a manner compliant with Health Insurance Portability and Accountability Act (HIPAA) regulations, along with ethical, legal and regulatory requirements of the medical services system.</td>
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<tr>
<td>Department:</td>
<td>Public Health Billing and Medical Records</td>
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<tr>
<td>Status/Pay:</td>
<td>Salary Grade 3, $13.60 per hour</td>
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<tr>
<td>Reports To:</td>
<td>Team Leader Billing</td>
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**Summary Description:**
- Complies with federal HIPAA regulations and LFCHD policies, protecting the privacy and security of patient information.
- Generates manual and computerized reports as needed.
- Creates, retrieves, delivers, and collects charts as indicated.
- Merges patient records and changes patient identification numbers, using the patient maintenance system.
- Analyzes and identifies patient identification errors and other problems in the patient maintenance system; corrects errors or consults with appropriate department.
- Maintains off-site storage computer program by adding records sent to off-site storage and removing records returned from off-site storage.
- Identifies and locates incorrectly filed records.
- Responds to release of medical records requests and legal subpoenas per established LFCHD policies, procedures, and HIPAA regulations.
- Assists patient to make informed decisions regarding the release of their medical records.
- Selects, pulls, and processes files for year-end purging of inactive patient records annually according to departmental policy and procedures.
- Files records into correct section of the patient medical chart.
- Orient new employees, interns, temporary placed workers and students.
- Processes referral requests.
- Maintains new patient numbers and the patient master index.
- Assures all department deadlines are met and assigned tasks are completed on time.
- Responds to public health emergencies as needed.

**Summary Requirements:**
High School graduate or GED and one (1) year of experience. Medical records experience in a healthcare setting or medical office clerical experience with computerized and/or manual filing systems with basic understanding of medical terminology. Background check.
LFCHD is an Equal Opportunity Employer. We offer a competitive benefits package to full-time and part-time employees that includes medical, dental, life, disability, tuition reimbursement, paid vacation, paid sick, 11 paid holidays per year, participation in Kentucky Retirement Systems pension plan and Deferred Compensation plans (401K/457/IRA).

To apply for open positions, please visit our website and select Job Search. Website link: www.lfchd.org. Applications are accepted for 30 days unless otherwise noted.