



LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT • HELPING LEXINGTON BE WELL • THIS IS PUBLIC HEALTH

Job Opportunities 1/08/2019

LFCHD offers excellent competitive benefits package, good work-life balance due to rare evenings/weekend or on-call requirements, tuition reimbursement program, and referral bonus award.

CLICK HERE for Mission, Vision, and Values: www.lexingtonhealthdepartment.org/about-us/

CLICK HERE for Benefits: <http://lexingtonhealthdepartment.org/wp-content/uploads/2018/01/Employee-Benefits-Summary-2018.pdf>

SCROLL DOWN FOR INDIVIDUAL JOB DETAILS AND VISIT THE LFCHD WEBSITE

Job Title/Job #:	<p>Medical Records Specialist</p> <p>Full-time, 37.5 hours per week (Job 2819)</p> <ul style="list-style-type: none"> Performs work of average difficulty dealing with health information data management systems. This position is responsible for gathering, processing, and in-taking patient medical records and reporting patient information for health standards. He or she will ensure medical records are maintained in a manner compliant with ethical, legal and regulatory requirements of the medical services system.
Department:	Public Health/Medical Records
Status/Pay:	Salary Grade 3, \$13.60 per hour
Reports To:	Team Leader Business Services and Nutrition
Summary Description:	<ul style="list-style-type: none"> Comply with federal HIPAA regulations (often working autonomously) and practice policies for the privacy and security of patient information; explain the law and our privacy policy to patients as needed; maintain appropriate documentation of access to medical records; completes annual HIPAA training. Generates the computerized printing of clinic and audit record requests daily. Answers calls from clinical staff pertaining to medical records. Retrieve medical records by following chart-out procedures; documenting reasons chart cannot be retrieved; deliver charts to assigned areas by following established routing procedures; collect charts completed by clinical services team periodically throughout the day. Merges patient records and changes patient identification numbers, using the CDP Patient Maintenance System, for appointments, Billing, Central Registration and Clinical staff. Analyzes and identifies patient identification errors and problems made by other programs in the CDP system and corrects them or consults with Management Information Systems. Maintains the off-site storage computer program by adding records sent to off-site and by deleting records returned from off-site storage. Tracks hard to locate patient records using information on routine chart flow unique to each type of patient visit; Reviews medical records for completeness, assembles records into standard order, and files records in designated areas according to applicable numeric filing systems.
Summary Requirements:	<p>High school graduate or GED and two (2) years of experience in a health record department using computerized systems or medical clerical experience with both computerized and manual filing systems and office equipment or an equivalent combination of training and experience.</p> <p><i>Background check.</i></p>

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 *About Us* and *Job Opportunities*. Website link: www.lexingtonhealthdepartment.org. Applications are accepted for 30 days unless otherwise noted.

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