



Job Title: Electronic Records Tech

Date Created: 9/19/2018

Reports To: Operations Manager

Last Revision: 9/19/2018

Department: Scheduling/Operators

FLSA:

GENERAL SUMMARY OF DUTIES: This position will be responsible for maintaining the OIP Fax Tank and assisting with projects related to electronic records coming in through the fax tank.

ESSENTIAL FUNCTIONS

- Working, maintaining and managing the OIP Fax Tank
- Assisting with fax tank related projects (such as: fax related work flow process improvement, updating naming conventions to reflect accurate document types, etc.)
- Serving as Point of Contact for Fax Tank related issues
- Quality Assurance (QA) responsibilities such as communicating to source providers if documents come through the tank with the wrong date of birth, name spelling, etc. and requesting corrected documents from source providers.
- Problem solving and communicating with Operations Manager, IT Manager, and/or Patient Services Manager to resolve escalated issues related to electronic records

EDUCATION

- One year of health care experience

EXPERIENCE

- Knowledge: Knowledge of healthcare operations.
- Skills: Excellent oral and written communication. Excellent organizational skills.
- Abilities: Ability to communicate effectively in written and verbal form.

ENVIRONMENTAL/WORKING CONDITIONS

Work is performed in an office environment.

PHYSICAL/MENTAL DEMANDS

Work requires hand dexterity, stooping, bending, mobility to complete errands and sitting. Employee must possess visual and auditory acuity in order to communicate with physicians, co-workers, patients and other customer groups. There is possible exposure to communicable diseases and body fluids. Employee must be able to lift up to 25 lbs.

Employee Print

Date

Employee Signature

Date