

ELEMENT CARE

TITLE: Electronic Medical Records Specialist I **UPDATED:** 03/30/2016

JOB FUNCTION: Medical Records **FLSA STATUS:** Non-exempt

GENERAL SUMMARY:

The Electronic Medical Records (EMR) Specialist is a well organized, team player who ensures accurate and timely maintenance of the Electronic Medical Records. Incumbent serves as a member of the Central Medical Records (CMR) team.

Essential Responsibilities:

- Accurately files and scans medical records into the EMR while ensuring HIPAA compliance.
- Maintains the quality and consistency of complete and accurate electronic medical records.
- Adheres to the EMR standards, practices and policies for the CMR Department.
- Supports the CMR department during the CMS audit.
- Performs audits on participant charts to ensure accuracy.
- Performs other duties as required.

Job Specification:

- High School diploma or equivalent
- Strong computer skills
- Strong clerical and organizational skills, with attention to detail
- Strong written and oral communication skills
- Familiarity with medical records terminology
- Ability to work independently with minimal supervision
- Familiarity with Microsoft Office preferred
- Experience with electronic medical records preferred
- Experience in a clinical setting preferred