

**VILLAGE OF HOFFMAN ESTATES**  
**JOB DESCRIPTION**  
**MEDICAL RECORDS CLERK**

*EFFECTIVE DATE: 5/1/2006*

<b>DEPARTMENT:</b> Health & Human Services	<b>WORK LOCATION:</b> Village Hall		<b>FLSA STATUS:</b> Non-exempt
<b>CLASS CODE:</b> 1700	<b>RANGE:</b> 8	<b>PENSION:</b> IMRF	<b>UNION:</b> None
<b>REPORTS TO:</b> Director of Health & Human Services	<b>LEVEL OF SUPERVISION RECEIVED:</b> Direct Supervision		<b>LICENSE/CERTIFICATES:</b> None

**SUMMARY:**

Responsible for the clerical and organizational functions related to health services in the department. Key responsibilities include maintaining the health records database, filing and maintaining health records, ordering medical supplies, assisting with clerical duties at baby and child clinics, and overseeing the medical lending closet program. Responsible for fielding department phone calls and handling health-related inquiries and correspondence. The Medical Records Clerk complies with all confidentiality and privacy laws.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Maintains medical records related to health services and immunizations in accordance with Department's confidentiality procedures.	Weekly 40%
2.	Prepares documents for release to authorized recipients in accordance with the	Monthly

	Department's confidentiality procedures and releases information accordingly.	10%
3.	Prepares IDPH required documentation regarding vaccine usage and immunizations provided and submit to the Nursing Supervisor.	Monthly 20%
4.	Maintains an accurate, dependable filing system for records that can be accessed by authorized department personnel.	Daily 100%
5.	Maintains a system of storage for medical equipment and supplies that provides appropriate safeguards with respect to needles, vaccines, medications, etc.	Daily 100%
6.	Manages medical supplies, maintains up-to-date inventory lists, and prepares orders when supplies need to be replenished. This order will be given to the Nursing Supervisor to review.	Weekly 20%
7.	Acts as the recorder at vision and hearing screenings.	Annually 10%
8.	Prior to community and employee health services performed by the Nursing Supervisor and the Community Nurse, prepares materials and medical equipment that they may need, except for syringes and vaccines.	Weekly 20%
9.	Maintains an adequate supply of materials to be distributed at community health activities conducted by the department.	Monthly 10%
10.	Attends flu clinics, screens clients, and records as needed.	Annually 20%
11.	Delivers customer service by providing information and referral to internal and external customers regarding department and community services.	Daily 40%
12.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Maintains an up-to-date supply of materials on health-related topics, disease flyers, and current health topics.
2.	Recommends and assists in developing new or alternative policies, procedures and materials that might facilitate the health service delivery.
3.	Performs other duties, tasks, and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
  - High school diploma or general education degree (GED)
  - Two or more years of college coursework in related field
  - Associate's degree (A.A.) from two-year college or technical school
  - Bachelor's degree (B.A.) from four-year college or university
  - Master's degree (M.A.)
  - Doctoral degree (Ph.D.)
- \_\_\_\_\_ Degree or coursework should be in...

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

Fluency in foreign language skills is:

Ability to speak and/or read, write and comprehend.

- A Plus  
 Preferred  
 Required

Required Language:

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Planning/organizing—prioritizes and plans work activities: uses time efficiently; develops realistic action plans.
- Able to identify and comprehend basic sources of information regarding required and recommended vaccines, confidentiality laws, and blood borne pathogen procedures.
- Able to comprehend and apply the reporting system for vaccines as defined by the Illinois Department of Public Health.
- Able to understand and apply medical terminology as required by the position.
- Knowledge about department and community health resources.
- Demonstrate consistent, excellent telephone skills for scheduling appointments, information and referral.
- Ability to type 30 wpm, corrected.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>X</u>	_____	_____
Walks	_____	<u>X</u>	_____	_____
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	_____	_____	<u>X</u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	<u>X</u>	_____	_____	_____
Twists or turns	_____	_____	<u>X</u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	<u>X</u>	_____
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u>X</u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>X</u>
Lifts or move 10 to 20 pounds (light)	_____	_____	<u>X</u>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

- **Able to read fine print and confirm that vaccine lot number labels correspond to the supply sheet.**

**Other Vision Demands (select if applicable)**

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

<b>20/20</b>
<b>Enter specific vision requirement here</b>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

**(mark all 15 conditions)**

<b>Environmental Conditions</b>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

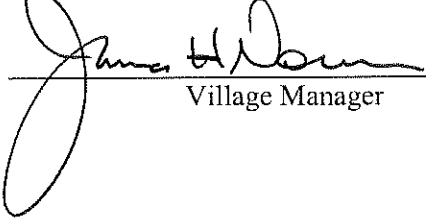
Recommended Approval:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_