



**POSITION AVAILABLE**

**Position:** Medical Records Technician I or II  
**Department:** Central Medical Records  
**Office:** Health Services

**Posting Date:** August 6, 2021  
**Hours:** Full-time, M - F 8 am - 4:30 pm  
**Starting Salary:** **B21/I** \$19.30/ per hour - \$40,144/Annual  
**B22/II** \$20.59/ per hour - \$42,828 /Annual

**Minimum Qualifications:**

- High school diploma or equivalent with coursework in keyboarding and knowledge of Medical Records Office practices and procedures utilizing a PC and Electronic Health Records (EHR).
- Ability to key at least 50 wpm
- Current valid Ohio driver's license & access to a motor vehicle

**Preferred Qualifications:**

- Two years of experience working in a Medical Records Office, scanning, filing, purging medical records, and processing release of information.
- Medical terminology background
- Excellent customer service skills
- Bilingual

**Responsibilities include but not limited to:**

- Prep, sort, scan, and index chart documentation into the Electronic Medical Record and OnBase. Performs quality analysis of scanned documents and corrects errors.
- Ensure the documents scanned into the EHR are labeled accurately and under the correct client name/date of birth/medical records number, etc.
- Submit daily/monthly OpScans (Positive/Negative) files to the Ohio Department of Health.
- Purge client records via departmental procedures from internal/external storage per Public Health's retention policy and procedures.
- Basic understanding of patient/client rights under HIPAA Privacy Rule; basic understanding of documentation requirements for legal health records or designated record set.
- Assists Medical Records Supervisor with processing medical record release of information using HIPAA Privacy/Security standards, in accordance with Ohio state law, and Public Health records releasing procedures.
- Contact with patients/clients regarding release of information; ensure professionalism through every contact and transaction.
- Retrieve hard-copy medical records from filing shelf and document transaction of this information.
- Process and distribute incoming mail/email received within the Medical Records Department.
- Perform other duties as assigned by the Medical Records Supervisor; participate in required workplace trainings.
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

**PHDMC provides a quality, and competitive benefits package to full time employees, including the following:**

- Vacation, sick and personal leave Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (section 457) plan

**How to apply:** Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings)

Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County

117 South Main Street, 2<sup>nd</sup> Floor

Dayton, Ohio 45422

[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

Fax (937) 496-3070

**Closing date to Apply:** August 31, 2021 or until position is filled

**Position is subject to a criminal background check**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").