

MMBS

Job Description Form

JOB TITLE: Receptionist/Record Clerk	REPORT TO: Human Resources Supervisor
JOB CLASS: Clerical	CLIENT/HOSPITAL:
DEPARTMENT: Client Service	EMPLOYMENT STATUS: Full-time, Non- Exempt

I. Position Summary:

Represents the business and must always dress and communicate in a professional manner. Is responsible for help out with telephone calls, assisting visitors/guests/clients that come to our office, maintain the HIPPA log, and process subpoenas.

II. Essential Job Functions:

Following is a list of the essential duties and responsibilities required of this job, as well as an approximation of the percentage of time spent performing each task group. The tasks and the time spent performing each task may vary as business needs require. Target quota information is included if it is a performance measure. Marina Medical Billing Service maintains the right to modify job duties and responsibilities at its discretion.

- Route phone calls to the correct department or employee
- Provide professional image to all staff members and guests
- Responsible for helping vendors, guests, and applicants need/ request
- Handle all Attorney request; subpoenas, letters, and etc.
- Responsible for updating and maintaining the HIPPA log
- Responsible for daily faxes, helping out with HR, e-mails, and other assignments as needed
- Responsible for keeping the lobby and visitor room neat and tidy

III. Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the **minimum** knowledge, skills and abilities required. Employees who do not possess the requirements for a job at time of hire or transfer/promotion are expected to attain the skills, knowledge and abilities required within a specified period of time as agreed upon in writing, with the hiring manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Employees will follow any other instruction, and perform any other related duties, as may be required.

- Skill in operating various office equipment such as PC, calculator, facsimile, and copy machine.
- Ability to pay close attention to detail, organized, and be a self-starter
- Ability to communicate effectively: verbal and written to all levels-internal and external
- Ability to work with minimal supervision
- Ability to follow direction, listen, and be a team player
- High School graduate
- Two years experience working as receptionist, medical records, or medical related field.

MMBS

Job Description Form

VI. Physical Dimensions:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ADA Requirements:	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer				x
Hearing: Must be able to hear well enough to communicate with co-workers and staff.			x	
Mobility: Standing & Walking Must be able to move around on foot to make copies, deliver charts, and attend department & staff meetings.			x	
Climbing/Pulling/Kneeling: Must be able to pull charts out off filing cabinets. Use stool if needed. Kneeling is required when pulling charts at ground level.		x		
Lifting/Pulling/Pushing: Must be able to lift charts out off filing cabinets. Use stool if needed. Pushing and pulling is required for all door ways, cabinets drawer			x	
Fingering/Grasping/Feeling: Typing on keyboard, dialing on phone, writing, and holding small office supplies.				x

Employee's Name (Print) Date

Employee's Signature

Manager/Supervisor's Name Date

Manager/Supervisor's Signature