



**Community Healthcare Center**  
*Reaching Out To Everyone*

<b>Medical Records Assistant</b>	
<b>Purpose:</b> Provide administrative support to the client services manager. The goal is to accurately manage patient records to facilitate high-quality client service.	
<b>Position type</b>  Non-direct service volunteer	<b>Commitment Level</b>  4 hour shift 1 shift per week (2 shifts per week max)
<b>Department</b>  Client Services	<b>Reports to:</b>  Client Services Manager

Responsibilities:

- Assist with pulling charts for next day’s appointments.
- Assist with filing reports in charts.
- Assist with re-filing charts throughout the day.
- Assist with timely delivery of medical charts to all in-house staff when requests are received.
- Act as courier—within the Center—for messages and documents that need immediate attention.
- Track requests for medical records.
- Copy medical records.
- Fax records and referral information to appropriate physicians’ offices.
- Vacuum Medical Records department.
- Perform other duties, as assigned.

*The health care provider stands in a fiduciary relationship with the patient. This relationship is bound by strict duties of secrecy and fidelity. Do not reveal any information about a patient’s medical condition or treatment to anyone, either inside or outside the Center.*

Skill Set

- Accurate and detail oriented.
- Solid organization skills.
- Ability to sit for an extended period of time.
- Basic counting ability.
- Elementary reading and writing proficiency.
- Can learn to use office equipment.
- Able to operate cleaning equipment.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

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