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## Auburn University Job Description

Job Title:	<b>Medical Records Clerk</b>	Level I	Grade 27 \$20,300 - \$33,800
Job Code:	<b>IB01</b>	Level II	Grade 28 \$22,300 - \$37,200
FLSA status:	Non-exempt		

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### Job Summary

Maintains medical records for clinic or hospital and admits and discharges clients.

### Essential Functions

1. Maintains data base to include verifying information and maintaining cross-referencing system.
2. Enters and makes corrections to diagnostic data on database.
3. Assists in the organization and review of medical records to include assisting in coding medical diagnoses and procedures using established coding system (snvdo).
4. Creates, files, and retrieves medical records and laboratory reports in the established system.
5. Assists clients and veterinarians with record inquiries following prescribed procedures and refers irregular requests to appropriate clinician.
6. May assist with animal admission and discharge duties to include (but not limited to) cashiering, reception duties and/or making appointments.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Follows specific procedures. Task variety is limited. Work is performed under close supervision.	Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information.	High school diploma or equivalent.
II	Tasks are varied and broad. Work is performed under occasional supervision.	Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent.

**Level II** High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

Experience in administrative support services

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012

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