

JOB DESCRIPTION

POSITION: MEDICAL RECORDS TECHNICIAN

Classification: Non-Exempt

Supervisor: Director, Substance Use Disorder Services

GENERAL DESCRIPTION:

Under general supervision, this position is responsible for oversight of client intakes, service billings, and data collection and input, collection and collecting of client fees. Supervises intake & billing clerks; performs related duties as required. Requires responsibility for following prescribed standards, methods, and procedures relative to coding and consolidation of medical records according to standard nomenclature.

EXAMPLE OF DUTIES:

- Computer and data entry and retrieval; Medi-Cal and other benefit verifications.
- Prepares financial and billing reports as required; submits monthly reports of appropriate governing agencies.
- Processing medical records of clients by assembling, coding, and checking for compliance with established policies and procedures.
- Updates of utilization review information, Payor Financial Information Forms.
- Schedules appointments for clients as required; complete various intake and billing forms as necessary.
- Abstracts information from medical records for the preparation of summary reports to official agencies requesting medical information on clients; e.g., Disability Claims, SSI, etc.
- Reviews charts on a regular basis for accuracy of intake and billing information.
- Types forms and reports as required.
- Performs related or similar duties as required or assigned.