Clinical Records Coordinator

**Definition of Class**
The incumbent in this position coordinates day-to-day operations of the clinic; maintains and files records; secures funding for clients; and administers complex polices and procedures. The incumbent reports to the Director.

**Examples of Work Performed**
Maintains records and files returns for all Sales tax due to the Mississippi Tax Commission.

Maintains patient records both electronic and paper.

Coordinates the billing for patient services, assigns charges for services, prepares statements, and maintains the accounting records and financial records for the clinic.

Receives payments on patient accounts, balances accounts, makes weekly or in some cases daily deposits of cash and receipts, and makes refunds as required.

Assists with the development and implementation of policies and procedures relating to handling records and release of information.

Performs administrative duties to assist the Director with the daily operations of the clinic.

Interfaces with benefit providers and coordinates billing and receipts of fees from these agencies.

Maintains and monitors inventory of materials. Monitors bills for accuracies and requests payment of bills.

Requests or renews all licenses and liability insurance for faculty and students.

Scans medical forms into an electronic record chart.

Functions as HIPAA Security Officer.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates day-to-day operations of the clinic.
2. Maintains clinical and related records.
3. Assists Director with administrative tasks.
4. Administers and explains clinic rules and procedures.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** There are no physical demands in this position.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms; and talk and hear. The incumbent is occasionally required to stand; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

  **AND**

- **Experience:**
  Two (2) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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