



**Electronic File Clerk**  
Seattle Reproductive Medicine

**POSITION DESCRIPTION**

**OVERVIEW:** Responsible for scanning patient records into electronic medical files.

**SCOPE:** The Electronic File Clerk is a non-exempt position reporting to the Patient Services Supervisor.

**I. ESSENTIAL FUNCTIONS**

(In compliance with the American with Disabilities Act, ADA, this description identifies the essential components of the job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of these essential functions will be given careful consideration.)

- File incoming medical records using electronic scanning system, Laser fiche.
- Scan new patient records, consent forms, insurance information, general medical records, medical history and surgery documents for new and existing patients.
- Scan donor egg documents.
- Verify MPI and demographic information prior to scanning into software.
- Sort records and create scan sheets for each patient.
- Scan records using scanning machine.
- Verify accuracy of scan using Quick fields.
- Transfer clean data into Laser fiche.
- Correct errors if necessary.

**II. CONFIDENTIAL AND SENSITIVE INFORMATION**

- Ensures the confidentiality of all patient records and care per HIPPA and confidentiality policy
- Speaks in a low tone to patients to ensure privacy.

**III. SCOPE OF FINANCIAL INFORMATION**

- Effective use of resources in daily work.

**IV. PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel for objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- *Work Environment.* While performing the duties of this job the employee is exposed to weather conditions prevalent at that time. The noise level in the work environment is usually minimal.

V. **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School Diploma.
- Minimum 1 year experience working in office setting, Medical background a plus.
- Ability to use Microsoft Word and Outlook.
- Ability to access, input, and retrieve information from a computer.
- Knowledge of office procedures and office machines (i.e. computer, fax, copier, etc)
- Ability to remain calm in stressful situations.
- Ability to communicate accurately and concisely.

*This job description is not meant to be an all-inclusive statement of every duty and responsibility required by the job holder. IntegraMed America hopes each job holder can react to reasonable change productively and handle other tasks assigned.*

*IntegraMed America is a multi-site corporation. There may be times you are requested to participate in assignments at other sites. Without causing undue hardship or significant personal inconvenience, IntegraMed America proposes a solid team approach to our availability regarding the need and development of all our programs.*

Job Description Accepted:

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Employee Signature/Date