

	<b>Job Title:</b> Records Specialist 1	<b>Department:</b> Clinical	<b>Supervisor:</b> Records Manager
	<b>Office:</b> 324 E. New York Street Suite 300 Indianapolis, IN 46204		<b>Status:</b> Full time, non-exempt

**Purpose of Job:**

This position is responsible to prepare offsite charts and enter all wellness data.

**Essential Functions:**

Administrative

- Performs data entry and filing based on weekly goals set by Supervisor
- Prepares offsite and in-house charts and materials as assigned
- Updating offsite demographic changes including HIPAA and Onmed consents
- Reports chart prep and data entry metrics to supervisor weekly
- Serves as Receptionist for the first floor on a weekly basis and as needed for vacation and PTO coverage
- Answers and directs incoming phone calls as assigned weekly
- Meets with Supervisor regarding needs, goals, future plans and problems pertinent to the organization and the role
- Serves at the Fishers office locations if needed

**Qualifications:**

- High School Diploma

**Knowledge, Skills, and Abilities:**

- Knowledge of principles and practices of administration
- Ability to communicate and understand information in a manner consistent with essential job functions
- Ability to make sound decisions in a manner consistent with the essential job functions
- Requires ability to take initiative and meet objectives.

**Working Conditions:**

- Work environment involves slight physical risks that require following basic safety precautions (wearing gloves, safety glasses, etc.) and OSHA guidelines.

**Equipment Used:**

Equipment with relatively simple operating procedures:

- Standard office equipment (personal computer, fax, copier, telephone)

**Physical Efforts:**

Routinely involves sitting and standing (75%). Occasionally involves bending/stooping, pushing/pulling, occasionally lifting over 10lbs, and carrying over 10 lbs. (20%). Rarely involves crawling/kneeling, climbing (5%).

**Visual Efforts:**

Routinely involves reading documents for analytical purposes, a high degree of accuracy and general understanding.

*This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees shall be required to follow any other job-related instructions and perform any other job-related duties as requested by the Supervisor.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP of HR Signature

\_\_\_\_\_  
Date