



**POSITION :** Medical Record Clerk - Buckley

**JOB SUMMARY :** The Medical Record Clerk files and manages and maintains medical records for active military personnel, reviews medical records for completeness and accuracy, and ensures confidentiality of all records. The ideal candidate will have a strong attention to detail, excellent organizational skills, and the ability to work efficiently in a fast-paced environment.

**JOB CATEGORY :** Full Time, Exempt

**HIRING RANGE :** \$23.00-\$27.00/hour

**WORK HOURS:** 0630-1700 hours, or 6:30am – 5:00pm, Tuesday - Friday, weekends may be required, and the work week will be flexed when required.

**PLACE OF PERFORMANCE:** Work is typically performed in an office setting in Aurora, CO at Buckley Space Force Base. Occasional reimbursable travel to sites within Colorado.

**SPECIFIC JOB REQUIREMENTS:**

1. Confirm all medical documentation received from the patient and/or their medical team, as well as the patient's hard copy record, is placed in Health Readiness Record (HRR) upon receipt. Email verification of receipt will be sent to the patient and/or their medical team within allowable timeframes.
2. Maintain the Health Readiness Record (HRR) management system used for medical record management and health protection programs.
3. Scan and index physical examination data in HRR within allowable timeframes.
4. Edit and review medical records for accuracy and completeness according to company policy.
5. Maintain the HRR electronic medical records program and maintain system knowledge to successfully use the system.
6. Provide Service Treatment Record management for patients.
7. Create, maintain, and process medical records for current members.
8. Create Service Treatment Records (STR) for all new accessions within allowable timeframes.
9. Process medical records for individuals scheduled for Military Training, Mobilization, Transfer and Discharge.
10. File documentation in individual STR in both the hard copy file and in the electronic HRR within allowable timeframes.
11. Remove medical records of patients who have left the company to the records repository section within allowable timeframes.
12. Perform quality assurance checks on incoming medical records.
13. Provide Individual Medical Readiness (IMR) screening using MEDPROS, HRR Military Health System Genesis/Joint Legacy Viewer for all Medical Readiness Events.
14. Account for and Maintain Service Treatment Records hardcopy Health records.
15. Account for and Maintain Service Treatment Records in MEDCHART HRR.
16. Create SRP/Mobilization Folders.
17. Maintain office supplies and request resupply within allowable timeframes.

18. Comply with policies and procedures for mail pick-up and delivery. Manages mail addressed to the company Surgeon's Office and ensures notification within allowable timeframes.
19. Comply with policies and procedures developed for the screening of immunizations and lab work.
20. Use the supplied forms to compile roster of exiting patients.
21. Prepare record requests for exiting patients.
22. Validate exiting patient's records to ensure the accuracy of both the STR and HRR within allowable timeframes.
23. Use appropriate forms required for all medical records requests.
24. Maintain physical binder with signed forms and delivery receipts for accountability of records requests.
25. Compile complete digital record of HRR or hard copy within allowable timeframes. All digital records requests will be fulfilled via encryption to the requestors' email address and document delivery attempts.
26. Update the Individual Medical Readiness (IMR) within the MEDPROS Web Data Entry (MWDE) tool, to include lab results, vision exam results, height/weight, audiogram results, and vaccination data.
27. Perform other duties related to the Medical Readiness of personnel as needed/required.

Other duties may be assigned based upon the need to meet overall job requirements and performance standards.

#### **QUALIFICATIONS:**

- **Education :** High school diploma or equivalent; additional training or certification in medical records management is preferred.
- **Experience:** Previous experience in a medical records department or healthcare setting is highly desirable.
- **Skills:**
  - o Proficiency in using electronic health records (EHR) systems and other related software.
  - o Strong attention to detail and accuracy.
  - o Excellent organizational and time management skills.
  - o Good communication and interpersonal skills.
  - o Ability to handle sensitive information with discretion and confidentiality.
  - o Have a working knowledge of Military dynamics and organizational management.
  - o Be proficient in Microsoft Word, Excel, PowerPoint, and Outlook
  - o Have a working knowledge of desktop computer/scanner operations
- **Knowledge:** Familiarity with medical terminology, HIPAA regulations, and other relevant healthcare laws and standards.
- **Clean Driving Record :** This role requires accessing various locations by vehicle to access the job site. The ideal candidate will have a clean driving record and meet all driving-related requirements.



**Physical Requirements:**

- Ability to sit or stand for extended periods.
- Ability to lift and carry files and documents, and lift and move boxes of medical records.
- Ability to perform repetitive tasks, such as data entry and filing.

**SECURITY REQUIREMENTS:**

Employee is expected to meet all security requirements, including holding the proper security clearance(s) and passing a background check, as required. Security clearance will involve, at a minimum, the completion of a Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) (or investigation approved in Federal Investigative Standards) to the Under Secretary of Defense for Intelligence (USD(I)) approved investigative service provider.

**AUTHORIZED HOLIDAYS:**

New Year's Day: January 1st  
Martin Luther King, Jr.'s Birthday  
President's Day  
Memorial Day  
Juneteenth, June 19th  
Independence Day: July 4th  
Labor Day  
Columbus Day  
Veteran's Day: November 11th  
Thanksgiving Day  
Christmas Day: December 25<sup>th</sup>

**TO APPLY:**

Qualified candidates may send resumes and cover letter to [hr@afl-enterprises.com](mailto:hr@afl-enterprises.com). Only electronic submissions are accepted. Open until filled.

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