LAKELAND SCHOOL SYSTEM
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Job Description

Job Title: Medical Records Clerk

Exemption Status: FLSA/Non-Exempt

Reports to: Principal

Salary Schedule: Classified Hourly D

Dept./School: Assigned Campus

Date Approved: November 7, 2022

Primary Purpose:

This position assures the smooth and efficient operation of the schools office and all medical records.

Minimum Training and Qualifications:

High school diploma or equivalent

A minimum of three (3) years of successful clerical experience

Proficient in the use of microcomputers to include spreadsheet, database and word processing applications

Knowledge of basic office procedures and equipment

Ability to communicate effectively by oral and written means

Ability to establish and maintain positive and cooperative

working relationships

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Performance Responsibilities:

1. Greets all visitors courteously, determines their needs, and directs or escorts them to the proper person.
2. Performs general responsibilities as directed by the principal.
3. Maintains job standards and training for the role of medical records clerk.
4. Dispenses medication to students as directed by board policies and procedures.
5. Maintains correspondence, invoices and other records in an efficient manner.
6. Types a variety of materials such as letters, reports, memos, and administrative reports.
7. Maintains school activity and principals calendar, as needed.
8. Assists other administrators as needed.
9. Performs other duties that may be assigned by the principal or superintendent.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **Medical Records Clerk** maintains a forty (**40**)-hour work week. This is a ten (**10**) month position with work hours and salary determined by the Board. Performance of this job will be evaluated according to procedures established by the Human Resources Department. On-site attendance at the assigned location or locations is an essential function of this job.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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