



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Medical Records Technician

Purpose Statement

The position of the Medical Records Technician has been established for the purpose of assisting in the implementation of the health services program, including screenings, health records and reporting, emergency care of students and such duties as may be assigned by the supervisor(s).

Reports To

Director of Special Education
Health Coordinator

Essential Functions

- Assist in the implementation of the health services program
- Conduct screenings
- Maintain and update health records
- Produce reports
- Provide emergency care of students

Job Responsibilities

- Complete and maintain health records of all students referred to the health office.
- Communicate with parents regarding students' specific health problems.
- Demonstrate initiative in the performance of assigned responsibilities.
- Demonstrate support for the School District and its goals and priorities.
- Exhibit interpersonal skills to work as an effective team member.
- Follow all Board of Education policies, rules and regulations.
- Keep supervisor informed of potential problems or unusual events.
- Model and maintain high ethical standards
- Maintain confidentiality regarding student and school matters.
- Maintain positive relationships with staff, students and parents.
- Maintain the health office in a safe and secure manner.
- Monitor and report to the Public Health Department any serious health incidents as required; as outlined in Will County Health Department Communicable Disease Guide for Schools and Daycare Centers Guidebook
- Participate in workshops and trainings as required.
- Serve as liaison with Health Coordinator and Health Department in providing information and materials on health education programs.
- Prepare all required reports and maintain all appropriate records.
- Respond to inquiries or concerns in a timely manner.
- Perform other incidental tasks consistent with the goals and objectives of this position.

- Other duties as assigned by administration.

Job Requirements: Minimum Qualifications

- Certification in First Aid and CPR Training required.
- Valid LPN License required.
- Valid Driver's License required
- Must have personal transportation from site to site.
- Previous experience and skills as requested by the Superintendent.
- Previous experience in organization and administration of school health program preferred

Job Requirements: Skills, Knowledge and Abilities

- Ability to maintain confidentiality
- Ability to communicate and work with parents, school personnel, and students
- Ability to file and keep legible records.
- Ability to communicate via written reports and observations with parents and agencies.
- Ability to maintain professional relationships with co-workers, students, and stakeholders.

Physical Requirements

- This position requires the ability to move throughout the building on a regular basis.
- Occasionally requires exertion of up to 20 pounds of force
- Frequently requires exertion of up to 10 pounds of force to move objects.

Classification

This position is classified as an ACME union, non-exempt medical and records technician position.

Evaluation

Performance of this job is evaluated in accordance with provisions of the Board's policy on evaluation of personnel.