



LIEBER INSTITUTE *for*  
BRAIN DEVELOPMENT  
MALTZ RESEARCH LABORATORIES

[www.libd.org](http://www.libd.org)

## **Job Title: Medical Records Specialist**

### **A little about us:**

The Lieber Institute for Brain Development was conceived from the realization that a new approach is needed to fully exploit the unprecedented scientific opportunities to accomplish the critical goal of helping affected individuals and their families. The Lieber Institute aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. We are an independent 501(c)(3) medical research institute located in the Bioscience Park on the campus of the Johns Hopkins School of Medicine and Hospital.

The Lieber Institute offers a generous benefits package which includes paid holidays, sick, personal and vacation time off.

### **Job Summary:**

The Medical Records Specialist will work within our Neuropathology Section under the supervision of the Section Head of Clinical Diagnostics. The primary responsibility for this position is the acquisition of psychiatric, substance abuse, emergency room, medical, ICU, and primary care medical records for all postmortem brain donors in our collection across 5 or more donation sites throughout the country, as well tracking, printing, and saving all records. The candidate will be responsible for weekly correspondence between Lieber Institute and donating next-of-kin family members in the form of letters and informational materials. The candidate will also be responsible for periodic follow-up data collection from donating next-of-kin family members, including obstetric complications data. Additionally, the Medical Records Specialist will be responsible for maintaining current scans of all completed postmortem brain donor physical and electronic charts for long-term storage and reference.

### **Overview of Duties:**

1. Management of large throughput of medical records requests (psychiatric inpatient, psychiatric outpatient, detoxification, outpatient substance abuse, ICU, emergency room, medical inpatient, neurology, and outpatient primary care records) for all postmortem human brain donors at LIBD (e.g., working on ~200 cases at any given time, sending/receiving ~40-50+ requests per month).
2. Follow-up correspondence with above facilities when records requests are not answered, are denied, or additional information is needed, via fax and phone to obtain medical records.

3. Oversight of all billing for medical records, and communication of billing with LIBD Accounting Department. (The large majority of records are free of charge due to the non-profit status of LIBD).
4. Logging all records sent/received in MS Access/MS Excel, including e-saving on a shared network folder, and printing of all records for the use of the clinical team.
5. Maintain the LIBD Neuropath (Medical Records) e-Fax account.
6. Provide back-up support on management of medical examiner records (i.e., autopsy reports, toxicology reports, forensic investigative reports), obtained for multi-center brain collection when Research Liaison is unavailable.
7. Management of scanning and organization of physical and electronic medical records for over 2,500+ brain donor charts. While the large majority of charts prior to 2019 have been previously scanned, new incoming materials may at times be appended to previous scans, and new scans are be prepared for incoming brain donations (~250+/year).
8. Preparation and mailing of next-of-kin thank you letters and frequency asked questions following brain donation.
9. Creation of physical paper charts for new brain donations on a weekly basis.
10. Periodic mailings of data surveys to next-of-kin family members for specific research studies (e.g., obstetric complications surveys).

**Minimum Qualifications (Mandatory):**

Education- Bachelor's degree in psychology, social sciences, or a related field.

Experience- Minimum of 1 year relevant medical records work experience required. 2+ years of relevant medical records experience is preferred. Familiarity with local hospital systems and knowledge of mental health disorder research would both be assets to this position.

**Special Knowledge, Skills, and Abilities:**

- Ability to work tactfully with varying personalities
- Able to maintain accurate electronic records
- Keen attention to detail and accuracy
- Able to manage time effectively
- Ability to effectively communicate: excellent written and oral communication
- Must work well under pressure
- Must be a problem-solver; skilled at providing multiple creative solutions to potential or existing problems

**To Apply:**

Interested applicants should submit their resume and cover letter to: [jobs@libd.org](mailto:jobs@libd.org) with the subject line "Medical Records Specialist".

**Physical Requirements:**

- Remaining in a seated or standing position for extended periods of time;
- Reaching and grasping to manipulate objects with fingers, for example using a keyboard;
- Communication skills using the spoken and written word;
- Prolonged ability to view computer screen, paper reports/documents, charts and results;
- Having the ability to receive detailed information through oral communications;

- Mobility, including the ability to move materials weighing up to several pounds (such as small office furnishings, reams of paper, a laptop computer or files);
- All other physical demands in a standard office environment.

\*\* If accommodations are needed due to pregnancy or a disability, please contact [jobs@libd.org](mailto:jobs@libd.org).

**EEOC Statement:** At the Lieber Institute, we are committed to a work environment of mutual respect where employment decisions are based on merit. As an equal opportunity employer, the Lieber Institute does not discriminate in employment opportunities on the basis of race, color, religion, color, sex, gender identity/expression, sexual orientation, pregnancy, marital status, age, national origin or ancestry, citizenship, disability (physical or mental), genetic information, military service, or other non-merit based factors protected by state or federal law or local ordinance, with regard to any position or employment for which the applicant or employee is qualified.