

CLASS TITLE: CHIEF MEDICAL RECORDS LIBRARIAN

Class Code: 02815500
Pay Grade: 26A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, organizing, supervising and maintenance of a medical records program at a large state hospital or institution providing psychiatric, medical and/or rehabilitation services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of an administrative superior with considerable latitude for the exercise of initiative and independent judgment; work is subject to review upon completion for conformance to policies, objectives, rules and regulations, and medical records library science standards required for accreditation.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of a subordinate staff of technical, clerical and stenographic employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, organizing, supervising and maintenance of a medical records program at a large state hospital or institution providing psychiatric, medical and/or rehabilitation services, including the supervision of a technical, clerical and stenographic staff engaged in preparing, compiling and maintaining medical records on patients or residents based on medical examination results, case histories, X-Rays, operations, diagnoses and prognoses, chart information, recommended treatments and other related data given by the medical staff; and to review such data entries made by such staff for completeness, accuracy, consistency and conformance to established standards required for accreditation.

To plan, assign, supervise and review the work of a technical, clerical and stenographic staff engaged in the operation and maintenance of a medical records program and involving such routine medical record activities as: taking dictation from the medical staff relating to the illnesses, care and treatment of patients; preparing case abstracts, histories, lists and forms, etc., upon request, and providing medical record data and information resulting from inquiries by telephone and correspondence to authorized institutions, hospitals, agencies, physicians, lawyers, insurance companies, courts and other interested and qualified parties according to hospital or institutional policies; obtaining and verifying proper signatures on all charts, records and medical reporting forms requiring authorized signatures; preparing daily, weekly, monthly and annual statistical reports, such as census, admission, discharge, morbidity, mortality, treatment, surgical, medical, psychiatric and other similar statistical reports; preparing and maintaining secondary records including cross-index files in conjunction with original medical records for internal use and application by the medical staff; microfilming of records; and general filing processes required in the maintenance of a medical records program.

To provide technical advice on medical recordkeeping devices, methods and procedures in the light of changing diagnostic and treatment techniques in the medical field; and to work closely with staff members in these areas to effect such changes as may be required to improve the medical records program.

To advise and assist a medical staff in the administration of resident training, nurses' training and research programs by providing source material from existing medical records.

To participate in staff meetings and conferences with the medical records committee of the hospital or institution, doctors, nurses and administrative personnel concerning policies, rules and regulations relative to the administration of the medical records program.

As required, to represent a state hospital or institution in court cases involving the subpoena of clerical records from the medical record files.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of medical terminology and standard classified nomenclature of diseases, illnesses and causes of death and the ability to apply such knowledge in a medical records program at a state hospital or institution providing psychiatric, medical and/or rehabilitation services; a thorough knowledge of medical recordkeeping principles, practices and procedures involving the collection, cataloguing, classification, coding, indexing and filing of medical information and data, a thorough knowledge of office principles, practices and procedures including the establishment and maintenance of a filing system complex; a working knowledge of basic statistics and the ability to apply such knowledge in preparing various medical reports and summaries; a familiarity with hospital or institutional administration including management and organization principles, practices and procedures as well as the interrelationships of the various departments; the ability to plan, assign, supervise and review the work of a subordinate staff of technical, clerical and stenographic employees; the ability to establish and maintain an effective working relationship with administrative officials, medical and nursing staff, other private and public institutions, hospitals and agencies, members of the medical and legal profession, insurance companies and the general public; the ability to prepare and submit reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in medical record science; or, completion of two years of college, or graduation from an approved school of nursing, and completion of an approved certificate program in medical record science in an approved hospital-based school; and

Experience: Such as may have been gained through: employment as a medical records librarian in an approved public or private hospital, institution or medical facility.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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