

**CLASS TITLE: MEDICAL RECORDS ADMINISTRATOR**

**Class Code: 02503700**

**Pay Grade: 28A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** This is a professional level administrative class in the medical record keeping series. Work involves responsibility for the planning, organization, supervision, custody and maintenance of the medical records department at a multi-site, unified hospital. Performs related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is subject to review upon completion for conformance to policies, objectives, rules and regulations, medical records library science and JCAHO standards required for accreditation.

**SUPERVISION EXERCISED:** Provides supervision for a staff of technical and clerical employees. Supervisory responsibilities include instructing employees as to work methods and applicable policies and procedures; assigning, reviewing and evaluating the work of subordinate staff; and making recommendations as to personnel actions.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administration and overall management of the Medical Records Department within the Eleanor Slater Hospital; to establish policies, procedures, standards and objectives; to direct and supervise all functions, including record completion, transmission, indexing, abstracting, coding, research, filing, storage, retrieval and maintenance.

To review samples of in-patient and discharge records to ensure complete, accurate and readily retrievable medical records.

To review samples of patient discharge records for timely completion by medical, nursing and other clinical departments in accordance with JCAHO standards.

To review samples of admissions, in-patient and discharge patients coding to ensure consistency and accuracy necessary for billing, profiles and research.

To review samples of patient medical charts to ensure prompt and accurate transcriptions of social histories, physical examinations, medical assignments, etc.

To review medicare, medicaid and other third party payers billing forms to ensure that the principal and secondary diagnosis qualify for payment.

To review subpoenaed patient charts or records requested by lawyers, insurance companies and other governmental agencies to ensure completeness.

To prepare reports and summaries for administrative use.

To develop quality assurance procedures in medical records keeping (e.g. availability of patient charts, retrieval of records within the system, accurate transcriptions of medical reports).

To inform departmental personnel of procedures necessary to comply with JCAHO standards.

To evaluate medical records functions and activities to improve productivity, efficiency and accountability.

To identify criteria needed by systems analysts to automate diagnostic indices.

To analyze aggregate data for MRSCC quarterly meeting.

To utilize appropriate word processing and data spread sheet program, compiles data for hospital administrator, medical and nursing staffs (e.g. average length of patient stay, number of patients admitted, discharge, autopsied).

To testify in court to affirm that a patient's medical record is complete and was compiled within the normal course of business.

To perform 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/and or rehabilitation services setting; a thorough knowledge of medical record-keeping principles, practices and procedures involving collection, cataloguing, classification, coding, indexing and filing principles, practices and procedures including the establishment and maintenance of filing systems; 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 staffs, 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 knowledge, skills, abilities and capacities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of an associate degree with specialization in medical record science, and/or completion of an approved certificate program in medical record science.

**Experience:** 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.

**SPECIAL REQUIREMENTS:** Must, at the time of appointment, possess registration as a Registered Records Administrator (RRA or ART) Accredited Record Technician with the American Health Information Management Association and must maintain such registration as a condition of employment.

December 19, 1999

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