

**CLASS TITLE:           MEDICAL RECORDS CLERICAL SUPERVISOR**

**Class Code: 02465500**

**Pay Grade: 15A**

**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform general Medical Records office duties involving the use of an electronic typewriter and a personal computer; to have charge of sections such as the filing, transcription, statistical and admission services of a medical records program; to perform varied clerical work of a complex and responsible nature requiring the exercise of some independent judgement in following clearly prescribed procedures and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a Medical Records superior with some latitude for the exercise of independent judgement; work is monitored and reviewed upon completion for accuracy and for adherence to desired objectives.

**SUPERVISION EXERCISED:** As assigned, may supervise subordinates engaged in clerical, stenographic and data entry work required in the transcription of medical reports.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To answer requests and provide information from medical records, to provide clerical support directly related to the function of the unit in accordance with hospital policy and state and federal laws.

To provide requested medical information through use of the Facsimile machine, with proper authorization by patient, courts or 3rd party payers.

To answer telephone and in-person requests for patient status, including admit and discharge dates.

To retrieve medical records for use in patient admission procedures; or for other hospital needs in the course of normal business.

To monitor active patient charts for deficiencies according to format provided by department head.

To report all deficiencies of dictation not performed in a timely manner, to supervisor.

To transcribe from dictation machines medical consultations, assessments, discharge summaries and other dictation related to the medical record.

To utilize computer proficiency for programming statistical data, transcription and other alignments related to the operations in the medical record department.

To assemble medical records upon discharge from ward charts in approved closed record order of filing.

To type travel vouchers, letters, minutes of meetings, procurements, indices, Department Policy & Procedure Manuals.

To maintain medical record files and the continuous updating of such files and indices.

To assist in gathering information required for use as a basis for important administrative decisions.

To have a familiar knowledge of diagnostic coding and data entry of codes into the hospital-based information system.

To occasionally operate other office appliances not requiring the services of a qualified operator.

To perform related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of office practices, commercial arithmetic and business English; a working knowledge of methods and procedures of filing; a reasonable speed and accuracy in transcribing complex or technical dictation; familiarity with the use of a personal computer; the ability to understand readily and carry out complex oral and written directions; and related knowledge, skills, abilities and capacities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school, including medical transcription, anatomy and medical terminology; and

Experience: Such as may have been gained through: at least two years in a medical office setting or hospital, utilizing typing, personal computer and transcription skills.

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

Class Created: December 19, 1999

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