

CLASS TITLE: MEDICAL RECORDS CODER/ABTRACTOR

Class Code: 02465600
Pay Grade: 18A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: This is a professional class within a general Medical Records office. The work is of a difficult and responsible nature requiring the exercise of independent judgement and involving a degree of final responsibility. The focus of the work is the accurate coding of diseases and procedures documented in medical records. Related activities include 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 direct supervision of the Director of Medical Records 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, supervise subordinates engaged in clerical, stenographic and data entry work required in the transcription of medical reports.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assign individuals diagnostic codes for those diseases or procedures documented on admission, during the patients' hospitalization (current), for acute episodes of care, and on final discharge from a multi-specialty hospital.

To review medical records (may assemble) for completeness of all closed records.

To do data entry of diagnoses into hospital database.

To compile statistical data for reporting to specific agencies, and/or hospital administration.

To assign codes and research medical records for any neoplasms and follow with reports to the R. I. Tumor Registry.

To track patient discharges and transfers.

To proficiently abstract information from the medical records and coding diagnoses using the ICD-9-CM, DSM-IV (or subsequent versions) and other related approved code books.

To interface with physicians to obtain omitted information and clarify terminology or ambiguous documentation in the chart.

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 assist financial management staff in obtaining diagnostic codes necessary for the billing process and reimbursements.

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 utilize computer proficiency for programming statistical data, transcription and other assignments related to the operation in the medical record department.

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.

Experience: Prior work should include activities such as: 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.

SPECIAL REQUIREMENTS: Requirement for this class includes: American Health Information Management Association Certification as a Coding Specialist.

Class Created: December 19, 1999

Editorial Review: 06/07/2007