

MEDICAL RECORDS ADMINISTRATOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2257(0046)	Medical Records Administrator I	04	443	6 mo.	06/01/00
2260(0046)	Medical Records Administrator II	04	443	6 mo.	06/01/00
2261(0046)	Medical Records Administrator III	04	443	6 mo.	06/01/00

Promotional Line: 122

Series Narrative

Employees in positions allocated to this series supervise the acquisition, organization, maintenance, retrieval, and compilation of or release of information from the permanent medical records of patients receiving care in a medical facility or program. These records usually include such items as patient histories and physical conditions, physician's progress reports, nurses' notes, x-ray and laboratory reports, electrocardiogram tracings, diets, and medications.

Medical Record Administrators typically:

- supervise and monitor the gathering, categorization, maintenance, and retrieval of medical records by subordinate employees
- compile information from the medical records for the medical staff and/or researchers or inform them of atypical situations
- prepare reports on medical services provided, utilization of resources, etc. for administrators of the facility or for outside agencies
- review the medical information system used by the facility and, if appropriate, develop plans to revise it.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Medical Records Administrator I **2257(0046)**

Employees in positions allocated to this class supervise subordinates engaged in the preparation and maintenance of medical records in a health care facility or program and provide professional medical record support to the medical staff. They work under direction from higher level personnel.

A Medical Records Administrator I typically –

1. directs the activities of subordinates engaged in analyzing, compiling, coding, indexing, and filing the medical records of patients
2. carries out training programs for subordinate technical and clerical employees
3. assists in the selection of subordinates

4. reviews records for completeness, accuracy, and conformance to requirements for hospital accreditation and requirements for the preparation and maintenance of medical records
5. recommends standards and methods of operation to achieve greater efficiency and compliance with requirements for hospital accreditation and requirements for the preparation and maintenance of medical records
6. informs medical staff of atypical materials related to medical records
7. selects and tabulates data from patients' charts as requested by the medical staff
8. transcribes notes and reports for the medical staff
9. compiles statistical reports (such as analyses of types of surgery performed, types of diseases treated, and types of cases receiving special forms of therapy)
10. prepares reports relating to the admission, birth, transfer, discharge, or death of patients; utilization of hospital beds; or outpatient services
11. answers inquires from authorized persons relating to the medical records of patients
12. performs other related duties as assigned

Level II: Medical Records Administrator II**2260(0046)**

Employees at this level coordinate the activities of the medical records staff of a health care facility or program. They work under administrative direction of higher level personnel.

A Medical Records Administrator II typically –

1. reviews and evaluates technical work involved in the preparation and maintenance of medical records
2. establishes work priorities and controls, based on work flow requirements
3. assists superior in the selection, training, and evaluation of the medical record staff
4. implements necessary changes in methods of operation
5. recommends need for additional corrective action
6. prepares technical reports requiring a thorough knowledge of institutional policies, standards, and procedures
7. performs other related duties as assigned

Level III: Medical Records Administrator III**2261(0046)**

Employees at this level maintain, review, evaluate, and develop the policies, standards, and methods of operation for a medical record department of a health care facility or program. They work under administrative review of higher level personnel.

A Medical Records Administrator III typically –

1. is responsible for the policies, standards, and operations of a department that prepares and maintains medical records
2. reviews and evaluates departmental policies, standards, and methods of operation
3. develops or revises departmental policies, standards, or methods of operation (such as systems and procedures used in the collection, retention, and retrieval of medical records)
4. develops procedures to ensure that the medical staff complies with requirements of government financed health care programs
5. is responsible for compliance of the department with requirements for hospital accreditation and requirements for the preparation and maintenance of medical records
6. organizes the department for greatest efficiency
7. coordinates the policies, standards, and operations of the department with those of related departments
8. is responsible for the selection, training, and evaluation of employees and the assignment of work; participates in those duties as required
9. conducts staff development program to maintain and enhance the familiarity of subordinates with changes in professional concepts and methods of operation
10. prepares and administers departmental budget
11. designs or revises forms used by the department
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. registration as a Registered Health Information Administrator (RHIA) by the American Health Information Management Association if required by the employing department. If registration is not required, the applicant must have 18 months of experience as a medical record technician in a health care facility or program.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Medical Records Administrator I **2257(0046)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. supervisory ability

Level II: Medical Records Administrator II **2260(0046)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. two years of experience as a medical record administrator/librarian in a health care facility or program. If required by the employing department, the health care facility or program in which the experience was gained must have been accredited by the Joint Commission on Accreditation of Hospitals or the Accreditation Association for Ambulatory Health Care.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. supervisory ability

Level III: Medical Records Administrator III **2261(0046)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. four years of experience as a medical record administrator/librarian in a health care facility or program. Such experience must have been gained in the last six years, and, if required by the employing department, the health care facility or program in which it was gained must have been accredited by the Joint Commission of Accreditation of Hospitals or the Accreditation Association for Ambulatory Care.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. administrative ability

Medical Records Administrator I.....	Edited
Medical Records Administrator II	Edited
Medical Records Administrator III	Edited