

## MEDICAL/HEALTH RECORDS ADMINISTRATOR

### **NATURE OF WORK IN THIS CLASS:**

Plans, develops and directs the administration of a medical record system.

Employees in this class are responsible for the management of the medical record program for a public health agency.

### **ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)**

Develops, maintains and supervises the administration of the medical/health record systems and procedures of the Department of Public Health and Social Services which involve regional public health centers.

Consults with the medical and health care team to secure a common agreement and understanding concerning the medical record system.

Evaluates and modifies medical record program to enhance program effectiveness.

Serves as advisor to management on all phases of the work; makes decisions on medico-legal record matters.

Reviews medical health records for quality control purposes, insuring that orderly, accurate and adequate medical records are maintained; oversees implementation of quality assurance policies.

Prepares and manages program budget; procures resources for the operation of the medical record system.

Prepares statistical reports, communications and special studies.

Keeps abreast of technological changes in the field.

Plans and directs work of medical records personnel; participates in interviews of candidates and makes recommendations for appointments; effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious cases.

Provides in-service training to medical records personnel and public health personnel in medical records management.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of medical records management, procedures and techniques.

Knowledge of standard medical terminology and general clinic medical terminology.

Knowledge of the principles and practices of personnel management.

Ability to plan and direct the administration of a medical record program for a public health agency.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to organize and analyze work procedures.

Ability to establish and maintain close cooperation with medical, paramedical and other health services.

Ability to evaluate program and make modifications to enhance program effectiveness.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Three years of experience in medical records and graduation from a recognized college or university with a Bachelor's degree in Medical Records Administration or closely related field; or
- b) Four years of experience in medical records, one year of supervisory work, and completion of Accredited Record Technician Program (AA Degree); or
- c) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

The following special qualifications shall be a contingency of employment and shall be acquired by the employee at no more than three years upon appointment:

- a) Possession of an active certificate of registration as a Registered Record Administrator approved by the American Medical Record Association; or
- b) Possession of an active Accredited Record Technician Certificate approved by the American Medical Record Association.

**Established: December 1985**

**Amended: September 1987**

**Pay Range: 44**

  
NORMA J. AFLAGUE, Executive Director  
Civil Service Commission