

MEDICAL RECORDS OFFICER

KIND OF WORK

Professional supervisory records work.

NATURE AND PURPOSE

An employee in this class is responsible for the professional direction of a complex medical records department or a centralized state cancer or pediatric case registry requiring responsible reviewing of medical case reports sent in by field clinics, private hospitals, and public health nurses. The employee is responsible for determining work methods and procedures, may be called upon to advise other hospitals in improving their medical records systems. Performance is measured largely in terms of the adequacy of the service provided to those using the records.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Classifies and codes diseases both topographically and etiologically.

Reviews admission, treatment, and discharge records for completeness.

Compiles monthly movement reports and special reports for medical research projects.

Reviews records of medical services rendered to crippled children to determine accuracy of charge submitted by doctors and hospitals.

Reviews medical records and reports by medical stenographers.

Conducts surveys of medical records library services in the licensed general hospitals of the state, and advises hospital personnel on improvements needed.

Develops and implements complex medical records systems.

Maintains a state cancer registry and provides local hospitals with research data and materials upon request.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of medical record keeping principles and practices and their application to hospitals.

Extensive knowledge of medical terminology in the areas of anatomy, diseases, and treatments.

Considerable knowledge of the principles of effective management and administration.

Ability to:

Classify and code diseases, causes, and topography of diseases according to Standard Nomenclature.

Plan and direct the work of assistants.

Meet with and obtain the cooperation of hospital officials and personnel.

Obtain accreditation as a Medical Records Administrator by the American Medical Records Association.

Est.: 7/47 T.C.: 6/62, 4/74

Ckd.: 11/92 Former Title(s): Medical Records Librarian II

Rev.: 7/65 Medical Record Librarian