

MEDICAL RECORDS TECHNICIAN 1

I. KIND AND LEVEL OF WORK

Technical medical records leadwork. Under general supervision, maintains complete and accurate medical records, reports, and disease indexes for a specific health services unit or program within a state hospital or institution. Acts as leadworker; develops and/or conducts in-service training in medical recordkeeping and information dissemination policy and procedures for other staff; performs related work as required. Problem solving involves thinking which is guided and circumscribed by somewhat diversified procedures and precedents. The incumbent is presented with differing situations requiring search for solutions within an area of learned things.

II. DISTINGUISHING CHARACTERISTICS

This class is narrower in scope and breadth of responsibility than the Medical Records Technician 2 class. A Medical Records Technician 1 is typically responsible for maintenance of medical records for a group of patients within a large institution or for maintenance of all records at a small limited service health unit or institution. A Medical Records Technician 2, on the other hand, has overall accountability for maintaining a wide variety of records at an institution which offers a full range of services and programs.

III. EXAMPLES OF WORK/DUTIES

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

- Records and summarizes medical information including but not limited to, doctor's diagnoses, patient census data, patient treatment information, admissions, discharges, and death, to provide information to hospital staff and regulatory agencies by gathering and assembling information and medical data from treatment logs, admission records, individual records, and rough notes; requesting additional information of patients and families as necessary; coding doctor's diagnoses of disease by reference to standard diagnostic manuals; recording coded diagnoses in standard index; performing basic mathematical functions (addition, subtraction, computing averages) to obtain aggregate data; preparing graphic presentation of such data (charts, tables, graphs); and maintaining the filing system for prompt information retrieval.
- Audits individual patient files for complete and accurate information (e.g., documentation of diagnoses and continued stay, current Medicare certification, basic medical history data, etc.) to ensure that patient records are accurate and complete and properly coded and filed by conducting periodic reviews of all patient files, assembling

patient files upon admission, comparing contents of patient files with established government and regulatory agency standards of record maintenance, requesting additional or missing information from doctors, patients and patients' families, verbally or by form letter, and/or informing administration of those doctors who are excessively delinquent in writing and signing reports.

- Reviews and approves court orders and telephone or written requests for release of patient information to ensure that they are authorized by maintaining written procedures to guide proper release of patient information and supervising and coordinating the collection and dissemination of such information.
- Prepares periodic reports on unit activity for administrative personnel or regulatory agencies by interpreting rules and regulations of regulatory agencies to identify information needs, delegating tasks to subordinates for completion, collecting data for medical records and indexes, summarizing data using simple mathematics, and preparing and distributing reports to appropriate places and persons.
- Directs work of other staff regarding medical records maintenance to ensure that medical records activities are in compliance with hospital policy as well as with standards and requirements of regulatory agencies by recommending or writing policies and procedures, recommending or establishing work priorities, schedules and counseling other staff, as needed.
- Types, transcribes dictation and data and performs various other clerical duties, as assigned, to ensure that the department's work is completed accurately and efficiently.

I. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Department and regulatory agency guidelines regarding medical records maintenance sufficient to recommend and/or establish recordkeeping procedures and policies, to approve release of information, and prepare periodic reports.
- Medical terminology sufficient to encode, classify and/or transcribe doctor's diagnoses, recommended treatment and notes.
- Mathematics sufficient to add, subtract, divide and calculate averages.

Skill in:

- Typing sufficient to complete a variety of reports, letters and data summaries.

Ability to:

- Make decisions by applying precedents and regulations to various situations.

- Encode data using standard medical coding systems.
- Establish and maintain pertinent policies and effective working relationships with other employees and the public.
- Maintain well organized and detailed records upon which periodic reports are based.
- Efficiently and fairly distribute work to others.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

Eligible for certification as an Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA).

SPECIAL WORK CONDITIONS

REFERENCES

Former title(s):

REVISION HISTORY

Established 06/1968

Ckd.: 05/2003

Revised 02/1987, 05/2003, 9/2018, 6/2023