

MEDICAL RECORDS TECHNICIAN SUPERVISOR 2

KIND OF WORK

Direction of a Medical Records Department in a State Hospital.

NATURE AND PURPOSE

An employee in this class directly supervises the Medical Records Department in a State Hospital and coordinates patient recordkeeping between administration, medical staff, and ancillary hospital departments to ensure that all medical records are complete and accurate. Supervisory Responsibility Includes: Assigning and controlling the flow of work, changing and/or modifying procedures, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. Other responsibilities include the final coding of all medical records, compiling statistics for various reports, and participating in committees organized to ensure that proper health care needs of the community are met. General directions are received from higher level administrative personnel of the hospital although employees are expected to utilize judgement in carrying out their responsibilities.

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

Maintains adequate medical files and records of data on diagnosis, operations, treatments, population changes, admissions, discharges, and deaths.

Does final coding of all patient charts.

Informs physicians so that incompleting charts can be corrected.

Informs administrator of those doctors who are excessively delinquent in writing and signing reports.

Obtains proper records for studies and research as requested, summarizes and prepares data for analysis.

May be responsible for coordinating professional services review organization within the hospital.

Participates in the activities of Utilization and Review Committee and the Infection Committee.

Reviews abstracts prepared on all discharges for data processing.

Answers correspondence regarding patient care.

Directs and supervises the activities of all Medical Records Department employees.

Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of medical recordkeeping principles and practices.

Thorough knowledge of medical terminology with special reference to anatomy.

Working knowledge of fundamental statistical techniques and methods.

Ability to:

Ability to maintain medical records and prepare detailed reports and summaries.

Ability to plan and direct the work of assistants.

Ability to meet with and obtain the cooperation of hospital officials and personnel.

Ability to obtain registration as a Medical Records Technician by the American Medical Records Association.

Est.: 07/81

Rev.:

T.C.: 04/84

Former Title(s): Medical Records
Technician,
Senior Supervisor