

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MEDICAL RECORDS DIRECTOR **GRADE:** 14

TITLE ABBREVIATION: MED RECORDS DIR **TITLE NO.:** 6453

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** MEDICAL RECORDS

SUPERVISOR'S TITLE: COMMISSIONER OF RESIDENTIAL HEALTH CARE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing and supervising the maintenance of permanent health information systems within the Medical Records division of the Department of Residential Health Care Services. The work is carried out in accordance with established policies and procedures and involves managing and operating a system for acquiring, analyzing, coding, storing and retrieving detailed patient/resident medical records. The work is performed under the general supervision of the Director of Nursing with latitude for independent judgement in planning and executing the operating methods and procedures of the division. Direct supervision is exercised over the work of employees assigned to Medical Records. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and develops medical records retention, preservation and retrieval systems in accordance with facility goals and standards of accrediting and regulatory agencies;

Acts as Health Insurance Portability and Accountability Act (HIPPA) Coordinator and ensures that protected health information remains confidential;

Codes or verifies coding of diseases, surgery and special therapy according to recognized nomenclature and classification systems;

Designs and directs operation and maintenance of health record abstracting systems and abstracts case histories for special medical reports;

Collaborates with and assists patient care staff such as medical, nursing, physical therapy, laboratory and dietary in developing criteria and methods for maintenance of high-quality patient care services;

Develops medical records, in-service education materials and provides instruction to subordinates and other personnel;

Develops, analyzes and records medical information and related data including but not limited to patient history, diagnoses, progress reports, nursing records, x-ray and laboratory reports, electrocardiogram tracings, dietary and medication records;

Supervises personnel engaged in the collection, analysis, coding, maintenance and retrieval of facility's medical records;

Provides advice, consultation and assistance on medical record matters to facility management and staff;

Prepares records and agenda for Utilization Review Committee meetings and the Multidisciplinary Team Conference;

Selects, recommends and requisitions equipment and supplies for the medical records department and nursing unit;

Prepares budget proposals and administers medical records budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the design and operation of medical records retention and retrieval systems; thorough knowledge of the appropriate content of medical records and the origins of clinical information; good knowledge of current trends in health care delivery systems; good knowledge of the moral and legal principles involved in the recording, control and use of health information; good knowledge of the uses of the various standard types of medical records systems; good knowledge of medical terminology and of standard nomenclature for coding and indexing diseases and surgical procedures; working knowledge of health care facility staff functions and relationships in health care; working knowledge of terminology of human anatomy and physiology; working knowledge of compilation of statistics for health care records management analysis; ability to understand medical and pathological terminology; ability to instruct others in keeping medical records; ability to analyze and abstract medical records and related health care data; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Certification as an Accredited Records Technician (ART) or Registered Health Information Technician (RHIT); or
- (B) Associate's Degree or higher in Health Information Technology or a closely related field.

NOTES:

- 1) Applicants qualifying under (B) must become certified as an Accredited Records Technician (ART) or Registered Health Information Technician (RHIT) within one (1) year of appointment;
- 2) Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.