



Job Code: 2011

Grade: 14

HCWR: N

Job Title

Medical Records Technician

Department

Public Health Tuberculosis (TB) Prevention and Control Program

Job Summary

Under the supervision of the Coordinator of Health Information Management (HIM), is responsible for the medical records support functions of the Tuberculosis (TB) Prevention and Control Program offices, including the management of medical records staff and medical records function.

Typical Duties

- Supervises assigned medical records staff in the preparation of client records, clinic reminders, and correspondence.
- Coordinates staffing assignments to ensure coverage of clinic sites and functions.
- Trains staff in their respective roles and assures cross-training for parallel functioning, as necessary.
- Evaluates the performance of assigned medical records support staff.
- Ensures that client confidentiality is maintained by clerical staff including but not limited to the maintenance of Health Insurance Portability and Accountability Act (HIPAA) and medical records standards.
- Consults as necessary with the Coordinator of HIM to reevaluate needs and procedures to assure efficiency and accuracy of medical records consistent with agency-wide operations.
- Escalates issues and concerns to the Coordinator of HIM regarding medical records issues.
- Participates with Nursing and Medical Leadership in team meetings to resolve concerns and standardize procedures regarding medical records.
- Ensures that record forms, laboratory results, consults, referrals, progress notes, and transcription reports are filed accurately and within established timeframes to support safe patient care.
- Maintains supply inventory and prepares in-house purchase requisitions as needed.
- Ensures that there are adequate supplies for medical records function.
- Maintains quality assurance standards and procedures for releasing and review medical records including HIPAA Logs, client consents, and releases of information.
- Participates in emergency preparedness trainings and exercises as assigned.

Minimum Qualifications

- High School graduate or GED equivalent
- Three (3) years administrative or office management experience, including supervisory experience
- Must be able to type 45 words per minute
- Position requires moderate local travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation



Preferred Qualifications

- A minimum of 20 credit hours in a college level program related to area of assignment or equivalent training/experience

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and proficiency in word processing, spreadsheets, and computer data entry
- Ability to manage office activities
- Strong verbal and written communication skills and ability to deal effectively with the public and employees
- Demonstrated ability to organize and implement multiple activities to meet deadlines
- Previous experience in managing a business or health services office strongly desired

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.