

MEDICAL RECORDS UNIT SUPERVISOR IV

ROLE

Processing Assistant IV. See Processing Assistant IV (00441) for more information about this class.

NATURE OF WORK

Medical Records Unit Supervisors direct the activities of a group of Medical Records Assistants and other support staff in the processing and maintenance of records found in a medical records department.

Medical Records Assistants process and maintain records found in a medical records department.

Tasks are similar to Office Assistant, but also include extraction of statistical data, release of medical information and performance of record audits. Public contact with clients may be included.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.