

## MEDICAL RECORD MANAGER I

### DESCRIPTION OF WORK

This is journey-level level medical record work in the performing/directing of a medical record program in a small institutional or local government agency or in assisting higher level managers in larger and/or more complex programs as a specialist in a highly complex area or as a supervisor of a small segment of the unit.

Employees have the primary function of the maintenance, quality control, collection of statistical data, and quantitative analysis of unit medical record activities. They may serve as consultants to the professional staff and management in medical record matters. Work includes performance of technical records functions and may include supervision of clerical personnel. Work is performed with minimal technical supervision within area of specialization.

### EXAMPLES OF DUTIES PERFORMED

Performs daily medical record keeping procedures.  
Provides frequent consultation to medical record assistants and unit supervisors.  
Serves on utilization review and consumer record and quality committees.  
Performs quantitative review of all discharged consumer records.  
Performs monthly audit of active records to note and report deficiencies.  
Completes or audits for accuracy all diagnostic code sheets before submission to State Statistical department.  
Assists in selection of medical record assistants and supervisors, and is responsible for training them.  
Assists facility director and/or departmental director as needed.  
Processes subpoenas and depositions consistent with regulations and policies.  
Provides in-service training for facility staff on medical record policies and procedures and confidentiality.  
Supervises medical transcription for charts.  
Collects and maintains basic patient care statistics.  
Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

General knowledge of principles and practices of medical record science.  
General knowledge of medical and/or psychiatric terminology.  
Considerable knowledge of North Carolina laws, pertinent federal, State, and local regulations governing records and reports of medical care, vital statistics, and diseases.  
Ability to analyze and to evaluate medical records and to apply established standards, regulations, and laws to specific operating problems.  
Ability to organize and present information in oral and written form.  
Ability to establish and maintain effective working relationships with all levels of staff.

#### Minimum Education and Experience

Bachelor's degree in medical record science or medical record administration from an appropriately accredited institution; or completion of a medical record technician program from an appropriately accredited institution and two years of experience in medical record work; or an equivalent combination of education and experience.