

MEDICAL RECORD MANAGER II

DESCRIPTION OF WORK

This is advanced medical record work, directing medical record program in a medium size local governmental agency or State institution, or serving as the supervisor of a major element of a large and complex program under the direction of a high level medical record manager.

In addition to performing or supervising the functions found at lower levels, this employee has specific responsibility for the analysis of statistical data developed from medical record, and for monitoring the release of information program. They may serve as a member of the management team or staff committees in the development of policies relative to utilization review, record procedures and systems, information release, and accreditation. They may be responsible for specific studies in program evaluation. As a department head, they would have full management and budgetary responsibility for the unit. Work is performed independently under general administrative supervision.

EXAMPLES OF DUTIES PERFORMED

Performs and/or supervises daily record keeping procedures. .

Assists in design and teaching of medical record in-service education for clinical and departmental staff. Implements and monitors systems such as problem oriented medical record, goal-oriented records, hospital admission review program, and release of information.

Employs, counsels, disciplines, and discharges departmental personnel.

Assists in developing and teaching psychiatric affiliation programs for medical record administration or technical schools and medical secretarial students.

Assists treatment staff in design of studies and supervises necessary data collection.

Takes medical record to court in answer to subpoena or responds to requests for deposition.

Assists director or formulates departmental policies, objectives, procedures, and budget.

Consults with hospital staff and/or other agencies when questions or problems arise concerning medical record policies, procedures, standards, rules, and regulations.

Assists various discipline audit committees in development and implementation of audit procedures do improve patient care and participates in other assigned committee functions.

Keeps knowledge of medical record science up-to-date by attending pertinent in-service education workshops as well as local, state, and national meetings.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices of medical record science and administration, medical and/or psychiatric terminology, indices and classification systems and medicolegal ethics.

Considerable knowledge of federal, State, and local regulations governing records and reports of medical care, vital statistics, and diseases.

Ability to develop data retrieval systems and analyze and evaluate information collected. .

Ability to plan, assign, instruct, and supervise the activities of subordinate employees.

Ability to interpret and apply established standards, professional ethics, regulations, and laws to specific operating problems.

Ability to instruct or speak to special groups on medical record functions and procedures.

Ability to establish and maintain effective working relationships with all levels of staff.

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Minimum Education and Experience

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