

MEDICAL RECORD MANAGER III

DESCRIPTION OF WORK

This is administrative/managerial work in directing a complex medical record program in a large local government agency or State institution.

Employees serve as department head with responsibility for budgetary, personnel, and supervisory functions and serve as consultant on the management team to provide input in medical records matters. Work is performed independently under general administrative supervision.

EXAMPLES OF DUTIES PERFORMED

Provides for proper maintenance of all medical records consistent with regulations, policies, and professional standards for a multi-program facility.

Directs and supervises supporting organization.

Provides training, consultation, evaluation, and quality control for unit personnel.

Develops departmental operating system, policies, and procedures.

Provides for the processing of subpoenas and depositions and release of information.

Prepares annual budget for department.

Serves as a staff consultant to facility director and other department heads, and coordinates record functions in all departments.

Develops and implements new techniques for quality record keeping systems such as: problem oriented medical records, goal oriented records, hospital admission review program, various audits and release of information.

Administers psychiatric student affiliation programs with medical record administration or technician schools and clinical training programs for medical secretarial students.

Participates as speaker in orientation or training programs.

Collects data for surveying agencies and assists in regional surveys on request.

Assists administrative and professional staff in their efforts to record complete and accurate information, to analyze and extract data, and to produce meaningful reports.

Contacts facility personnel at all levels to investigate and resolve procedural breakdowns by modifying interdepartmental operating systems.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of the principles and practices of medical record science.

Thorough knowledge of medical terminology and the uses and limitations of medical records and reports of medical care, vital statistics, and diseases.

Ability to analyze and to evaluate medical records, data, and information and to apply established standards, regulations, and laws to specific operating problems.

Ability to talk and write effectively on the promotion of more adequate and efficient medical records operations within facility.

Ability to establish and maintain effective working relationships with departmental personnel, facility personnel, and the public.

Ability to compile complex medical reports and statistics.

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

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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 one year of experience in medical record work; or completion of a medical record technician program from an appropriately accredited institution and four years of experience in medical record work one of which must have been in a supervisory capacity; or an equivalent combination of education and experience.