

MEDICAL RECORD MANAGER IV

DESCRIPTION OF WORK

This is administrative/managerial work in directing the most complex medical records program in a large State institution.

Employees serve as department head with responsibility for budgetary, personnel, and supervisory functions. They also serve as a member of the management team and have a key role in responding to surveys for accreditation, licensure, and certification. 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 in the most complex health facilities.

Directs and supervises supporting organization and is responsible for delegating position duties, hiring and terminating subordinates, and initiating and approving salary increments.

Participates in development of clinical data processing systems.

Provides training and consultation for all facility staff.

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

Prepares annual departmental budget and five year budgets for new programs.

Develops and reports to management on medical record objectives, goals, and milestones.

Develops and implements new record keeping systems.

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

Provides data and participates in surveys by various licensing and accrediting agencies.

Acts as resource person for facility, regional, and State task forces and committees, and assists in planning and developing in-service education programs.

Participates in facility management through consultation, committees, and special assignments.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledge, 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.

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

Ability to evaluate medical records and data, and to apply established standards and regulations to specific operating problems throughout facility and devise corrective measures.

Ability to talk and write effectively on medical record operations.

Ability to work effectively with personnel at all levels in and outside facility.

Ability to supervise compilation of complex medical reports and statistics.

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

Minimum Education and Experience

Bachelor's degree in medical record science or medical record administration from an appropriately accredited institution and two years of experience in medical record work, one of which must have been in a supervisory capacity; or completion of a medical record technician program from an appropriately accredited institution and five years of experience in medical record work two of which must have been in a supervisory capacity; or an equivalent combination of education and experience.