

ASSISTANT MEDICAL RECORDS ADMINISTRATORDEFINITION

Under direction, assists in administering the medical records division of San Joaquin County General Hospital; and does related or other work as required in accordance with Rule 3, Section 3, of the Civil Service Rules.

CLASS CHARACTERISTICS

Incumbents of this class assist in providing supervision of employees in the medical records division and in managing the operations of that division.

TYPICAL DUTIES

1. Assists in managing the operations of the patient treatment records system, the central dictation system, and the patient benefits claims system; assures that appropriate records and forms are completed and recorded and that deadlines are met.
2. Interviews, selects, and supervises subordinate personnel; evaluates work performance; provides training to department and other hospital staff.
3. Participates in the development and implementation of policies and procedures of qualitative and quantitative analysis programs to meet federal, state, local, and internal utilization review standards.
4. Analyzes and develops improved methods of filing and retrieving records consistent with developments in the field of medical records systems.
5. Supervises and participates in developing and maintaining the data collection system as applied to the business, vital statistics, insurance, and research operations.
6. Authorizes release of appropriate information to physicians, hospital personnel, attorneys, insurance companies, and others.
7. Assists in preparing department budget; may authorize expenditures consistent with hospital policy and perform other duties in the absence of the Medical Records Administrator.

MINIMUM QUALIFICATIONSPATTERN I

Licenses & Certificates: Possession of an Accredited Records Technician Certificate issued by the American Health Information Management Association.

Substitution: Completion of an approved program for Medical Records Technician may substitute for the required certification. Employees must obtain certification as an Accredited Records Technician (ART) within one year of completion of the program.

AND EITHER I

Experience: One-year equivalent to a Medical Records Technician III in San Joaquin County.

OR II

Experience: Two year of journey level experience in an acute care hospital, mental health inpatient facility, skilled nursing facility, or large group-practice/medical clinic, coding diseases and operations using the standard classification system, at least six months of which must have been in a lead or supervisory capacity.

Knowledge of: Medical record keeping principles and practices, including familiarity with standard nomenclature and classification; functions of a medical records administration; nature and uses of medical record charts; the business and professional relationships and ethics involved among hospital physicians and patients; principles of manpower planning; principles of effective supervision; principles of budgeting.

Ability to: Plan, assign, and supervise specialized and routine work; prepare reports based on information derived from medical records; make independent decisions in procedural matters; establish and maintain effective working relationships with other employees, physicians, and the general public; communicate effectively, both orally and in writing.

Amended: 9/11/91
8/10/94
Renumbered: 07/03