

## **MEDICAL RECORDS ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a specialized professional supervisory position involving responsibility for managing and operating a system for acquiring, analyzing, coding, storing and retrieving detailed patient medical records. The work involves arrangement of medical information based on recognized standard nomenclature and classification of diseases. Work is performed under general supervision of the facility administrator with considerable leeway allowed for exercising independent judgment. Supervision may be exercised over the work of Medical Records Technicians and other assigned employees.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans and develops medical records retention, preservation and retrieval systems in accordance with facility goals and standards of accrediting and regulatory agencies;

Codes or verifies coding of diseases, surgery and special therapy according to recognized nomenclature and classification systems;

Designs and directs operation and maintenance of health record abstracting systems and abstracts case histories for special medical reports;

Collaborates with and assists patient care staff such as medical, nursing, physical therapy, laboratory and dietary in developing criteria and methods for maintenance of high quality patient care services;

Develops medical records, in-service education materials and provides instruction to subordinates and other personnel;

Develops, analyzes, and records medical information and related data such as patient history

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diagnoses, progress reports, nursing records, X-ray and laboratory reports, electrocardiogram tracings, dietary and medication records;

Retrieves, collates, abstracts and releases health record information in appropriate format to authorized persons;

May supervise and participate in the planning and operation of computer, microfilm and microfiche equipment for maintenance of facility health records;

May supervise and maintain utilization review records and reports for the Utilization Review Committee involving admission, length of stay and analysis of needs for continued stay in the facility;

Selects, recommends and requisitions equipment and supplies for the department;

Prepares budget proposals and administers medical records budget.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of the design and operation of medical records retention and retrieval systems; thorough knowledge of the appropriate content of medical records and the origins of clinical information; good knowledge of current trends in health care's delivery systems; good knowledge of the moral and legal principles involved in the recording, control and use of health information; good knowledge of the uses of various standard types of medical records systems; good knowledge of medical terminology and of standard nomenclature for coding and indexing diseases and surgical procedures; working knowledge of health facility staff functions and relationships in health care; working knowledge of the mechanical and electronic techniques for processing medical records information; working knowledge of terminology of human anatomy and physiology; working

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knowledge of compilation of statistics for health care records management analysis; ability to understand medical and pathological terminology; ability to instruct others in keeping medical records and related health care data; and ability to plan and supervise the work of others.

#### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Medical Records Administration or Medical Records Library Science; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in any field and two years full time paid experience as a Medical Records Technician\*, or
- (C) An equivalent combination of training and experience as indicated in (A) or (B) above acceptable to the New York State Health Department.

**\*NOTE:** Satisfactory medical record experience as a Medical Record Technician must have been under supervision of a Medical Record Administrator and have included:

- (A) Coding and indexing of medical diseases and surgical procedures;
- (B) Participation in the development, filing and maintenance of health facility medical records;
- (C) Analysis and evaluation of medical records;
- (D) Development of statistical data derived from medical records used for medical and/or administrative analysis.

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**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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