

MEDICAL RECORDS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for establishing and maintaining a system for acquiring, analyzing, coding, storing, and retrieving detailed medical records for patients and/or residents receiving services at the County Adult Care Center. The work involves arrangement of medical information based on recognized uniform 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 other staff assigned to the Medical Records Unit.

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;

Audits all medical records (new admissions, in-house patients, out-patients, discharged patients) according to established criteria to assure completeness, accuracy, and compliance with state and federal regulations;

Audits medicine and treatment records to assure completeness;

Codes or verifies coding of diseases, treatment, 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

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

Classifies principle and additional diagnoses according to ICD-9-M for Medicare and Medicaid billing purposes;

Maintains Medicare and Utilization Review files and coordinates utilization reviews, including MCE studies;

Types doctors' histories and physicals, discharge summaries, and other narratives;

Stays abreast of State and Federal Codes, Rules, and Regulations as they pertain to medical records functions;

Maintains the facility forms control program;

Types Admission and Re-admission charts and maintains admission and discharge registers;

Assists in data collection for quality assurance program;

Participates on various facility committees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the design and operation of medical records retention and retrieval systems; good knowledge of the appropriate content of medical records and the origins of clinical information; good knowledge of ethical and legal principles involved in the recording,

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control, and use of health information; good knowledge of medical terminology and of standard nomenclature for coding and indexing diseases and medical/surgical procedures; working knowledge of the health facility staff functions and the organizational relationships in health care; working knowledge of terminology of human anatomy and physiology; working knowledge of statistical methods for health care records management analysis; ability to understand medical, health care, and pathological terminology; ability to analyze and abstract medical records and related health care data; ability to operate a standard keyboard for word-processing functions; ability to work independently and to organize workload; ability to professionally communicate with health care personnel; neatness; and attention to detail.

MINIMUM QUALIFICATIONS: Candidates must meet the qualification requirements for a Medical Record Practitioner as contained in 10 NYCRR 700.2(46), which are as follows:

Either:

- (A) Eligibility for certification as a Registered Record Administrator (RRA) or an Accredited Record Technician (ART) by the American Medical Record Association under its requirements in effect; or
- (B) Graduation from a school of medical record science that is accredited jointly by the Council of Medical Education of the American Medical Association and the American Medical Record Association.

Persons can be appointed at the Trainee Level, and are expected to meet the qualifications for appointment as stated above, within a period of twelve months.

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American Medical Records Association
840 North Lakeshore Drive
Chicago, Illinois 60611

1-800-621-6828

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