

DIRECTOR OF MEDICAL RECORDS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision the incumbent is responsible for the management of the Medical Records Division at the Taylor Care Center. Responsibilities include planning and revising of Medical Records Systems and updating patient information to meet the Medical Center's patient information requirement. Direct supervision is exercised over technical and clerical staff members. In addition, a staff relationship exists with all departments and the Director of the facility. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, administers and evaluates the Medical Records system to meet the Taylor Care Center's needs and the standards of accrediting and regulatory agencies;

Establishes supervisory lines of authority and responsibility within the department and monitors the productivity levels to assure quality control and departmental efficiency;

Meets regularly with the heads of other inter-relating divisions to coordinate medical record activities in order to expedite the flow of charts and data to and from Medical Records;

Establishes and maintains systems for the continuous control and flow of patient charts and selected information from charts in order to meet deadlines set by various departments or third party inquirers;

Establishes and maintains an efficient storage and retrieval systems for both active and inactive medical records;

Establishes and maintains systems to ensure that medical record information is released only to authorized sources;

Establishes and maintains systems for reporting statistical data needed to ensure quality patient care and to aid in the operation of the Taylor Care Center;

Communicates Taylor Care Center's policy as it relates to Medical Records to the employees and keeps them informed of revisions in this policy;

Develops training programs for new employees and maintains a continuing in-service education program in Medical Records for all employees;

Maintains an evaluation system for all employees in keeping with established Medical Center policies and time tables;

Prepares budget and personnel requests for the Medical Records Division;

Develops intra-divisional forms as they relate to Medical Records and to quality of care and performance improvement;

Conducts orientation of Medical Records for House Staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern Medical Record and patient information systems; thorough knowledge of the laws and statutes governing Medical Records and the standards set forth by accrediting and regulatory agencies; thorough knowledge of the interrelationships between Medical Records and other Taylor Care Center divisions and services and their dependency on an efficient Medical Records Division; thorough knowledge of medical record coding systems; ability to plan and supervise the work of others; ability to get along well with others; ability to communicate clearly, both orally and in writing; ability to delegate responsibility effectively; good judgment; accuracy; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) four years of staff, administrative or management experience in the field of medical records within a long-term care facility, two of which must have been in a supervisory or managerial position; or (b) a Master's Degree* in Hospital Administration, Business or Public Administration and three years experience as stated in (a), two of which must have been in a senior, supervisory or managerial position; or (c) a satisfactory equivalent combination of the training and experience as defined by the limits of (a) and (b) which must have included the two years of specialized experience.

SPECIAL REQUIREMENT: Must be certified as a Registered Records Administrator (RRA) or and Accredited Record Technician (ART) by the American Health Information Management Association at the time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.