

## SUPERVISOR - MEDICAL RECORDS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Program Administrator (Medical Records), an incumbent of this class supervises and participates in maintaining indexes and logs and classifying chart information, reviewing documents for accuracy, and responding to account requests in the Medical Records division of the Westchester Medical Center. Incumbents perform complex clerical and statistical work as directed. Supervision is exercised over clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the maintenance of medical, surgical, and numerical indexes of the records of hospitalized patients and out-patients;

Supervises and participates in replying to requests for medical information from insurance carriers, hospitals, doctors, and in response to Court subpoenas;

Supervises chart analysis for information required by Federal and State regulating agencies;

Supervises and participates in classifying patient chart information in accordance with departmental procedures and guidelines;

Assists doctors and research personnel in obtaining pertinent information for studies;

Reviews and checks records to insure legal and hospital accreditation requirements have been met;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of medical terminology and modern medical records procedures; ability to prepare written materials; ability to carry out written and oral instructions; ability to delegate work and supervise the work of others; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; accuracy; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and four years experience where the primary function of the position was working with medical records in a hospital, clinic or physician's office.

SUBSTITUTION: Successful completion of two years of post high school education\* in a medical assistant course at a recognized college or university may be substituted for two years of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*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-grating institution.

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Job Group: VIII