

## **RECORDS MANAGEMENT CLERK (MENTAL HYGIENE)**

**JOB CODE:** 6910  
**LOCATION:** Tioga Co. Mental Hygiene Department  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA - Grade VI  
**ADOPTED:** Revised 9/99; 12/01, 01/20; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This technical position exists in the Department of Mental Hygiene and involves responsibility for administering the clinical records management program. Employees in this class develop, assemble, maintain and retrieve clinical records for the department. Duties are performed in accordance with local, state, and federal laws and guidelines. General supervision is received from a higher level administrative official. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Develops and maintains a comprehensive records management program in cooperation with local government officials in accordance with local, state, and federal laws and guidelines;
- Participates on Utilization Review Team by reviewing and documenting records for technical completeness (in compliance with procedural requirements), identifying records in need of review and ensuring that utilization review recommendations are documented and completed;
- Retrieves, abstracts, selects and prepares data from client's chart in appropriate form as requested by authorized personnel or agencies;
- Establishes and supervises a storage center for inactive records;
- Reviews all requests for clinical records generating or storage equipment (i.e. filing cabinets, microfilm equipment, computers, etc.);
- Coordinates, carries out, or participates in planning for development of micrographics and automated data processing systems;
- Establishes standards for proper clinical records management in department;
- Ensures the sound management and preservation of clinical records and their availability for research either directly or in cooperation with designated state agencies;
- Consults with the Records Management Officer and other state agencies involved with the supervision of records;
- Logs and tracks clients' medication/prescription status;
- Prepares informational releases relevant to the records management program;
- Supervises and performs difficult and involved reference services;
- Recommends and administers purchase of clinical record management supplies and equipment;
- May transfer mental health records to court in response to subpoenas.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of records management systems, methods, and techniques; working knowledge of governmental activities and procedures; ability to read and apply statutes which relate to records management; ability to organize and file a volume of records efficiently and accurately; ability to communicate effectively with others; good organizational and time-management skills; ability to bend, lift, climb and stand for long periods of time; physical condition commensurate with the demands of the position.

## 2. Records Management Clerk (Mental Hygiene)

### **MINIMUM QUALIFICATIONS (Either):**

- a.** Graduation from a regionally accredited or New York State registered two year college with an associate degree in health information technology, library science technology, records and information management, government, business administration, or closely related field and two (2) years of full-time experience or its part-time equivalent which involved record organization, review, storage, retrieval and disposition; **OR**
- b.** Graduation from high school or possession of high school equivalency diploma and four (4) years of full-time experience or its part-time equivalent as outlined in (a) above; **OR**
- c.** An equivalent combination of training and experience as outlined by the limits of (a) and (b) above.

**Qualification Note:** Records management experience shall involve the establishment and maintenance of records in accordance with laws, rules, regulations, agency policy or other established standards. Experience may include record organization, review, storage, retrieval, disposition and/or similar activities. Filing is not considered qualifying records management experience.