

DIRECTOR OF MEDICAL RECORDS

DEPARTMENT: Tioga Co. Public Health Department
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Salary Grade IX
ADOPTED: 7/94; Revised 10/96, **ABOLISHED 01/01/99** Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an important position that requires responsibility for continued maintenance of the records through direct contact and guidance of other personnel. The incumbent assures that records are documented accurately and in a timely manner, are readily accessible and permit prompt retrieval of information, including basic vital and medical statistical information. Work is performed under the general supervision of the Director of Patient Services and according to established procedure. Leeway is allowed for independent judgment. Supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Codes symptoms, diseases, operations, procedures and other therapies according to ICD-9-CM and CPT classification system;
- Compiles and applies various types of vital and health statistics;
- Maintains and applies a variety of health record indexes, storage and retrieval systems;
- Safeguards confidentiality of medical records;
- Prepares health data input for computer processing;
- Organizes, analyzes and technically evaluates health records according to health department standards;
- Assists in preparation of municipal health plans, community health assessments and compilation of related data;
- Prepares partial quarterly and annual reports;
- Assists in record form design;
- Interacts with all departments and programs comprised by the Tioga County Health Department;
- Serves as a liaison between the County Law and County Health Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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; working knowledge of laws, regulations and techniques governing the maintenance and release of medical records; ability to organize and file a volume of records efficiently and accurately; ability to plan, direct, coordinate and supervise the work of others; ability to research records and prepare written reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Completion of a course of study in a college or university approved by the American Health Information Management Association (AHIMA -- formerly AMRA) of which you received and continue to maintain accreditation **AND** two (2) years of full-time paid experience or its part-time equivalent in the health field.

* Preference maybe given to individuals who have had formal education in Nursing.