

MEDICAL RECORDS TECHNICIAN

LOCATION: Tioga County Public Health Department
CLASSIFICATION: Competitive
SALARY: CSEA - Grade VIII
ADOPTED: Revised 8/97; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the development, assembly, maintenance and retrieval of medical records for Health Department patients. The work is performed under general supervision with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. An employee in this class will extract information from patient records and code it according to prescribed diagnostic related groupings. Accurate classification and coding is essential for the proper reimbursement from insurance companies and the federal government. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Codes, cross-indexes and verifies diseases, surgery and special therapy according to established nomenclature, diagnostic related grouping and classification systems (ICD-9CM AND CPT-4);
- Prepares periodic and statistical reports such as vital statistics, out-patient services rendered, diseases treated and other related records;
- Selects and compiles medical and other data for use in preparation of special registers, indexes, analyses and reports;
- Assists staff in retrieving data for research, diagnostic or teaching purposes;
- Retrieves, abstracts, selects, tabulates and prepares data from patients' charts in appropriate form as requested by authorized personnel;
- Reviews records to insure completeness, compliance with procedural requirements, use of accepted nomenclature, internal consistency and correlation with final diagnosis;
- Assists in requisitioning supplies and equipment for the medical records office;
- May participate in the operation of computer, microfilm and microfiche equipment related to medical records processing;
- May take medical records to court in response to subpoenas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good 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 medical terminology and standard nomenclature of coding and indexing diseases and surgical procedures; good knowledge of medical record keeping procedures; good knowledge of current trends in health care delivery systems; working knowledge of laws, regulations and techniques governing the maintenance and release of medical records; good knowledge of terminology of human anatomy and physiology; ability to maintain a variety of medical records accurately and neatly; ability to abstract medical records and related health care data; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either): Graduation from high school or possession of a high school equivalency diploma and **either:**

- a. Graduation from a regionally accredited or New York State registered two year college with an associate degree in medical record technology; **OR**
- b. Two years of full-time paid experience or its part-time equivalent in the preparation and maintenance of medical records and statistics as described in the explanatory note below*; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

2. Medical Records Technician

* **NOTE:** Satisfactory medical record experience must have been under supervision of a Medical Record Administrator and have included:

- Coding and indexing of medical diseases and surgical procedures;
- Participation in the development, filing and maintenance of health facility medical records;
- Analysis and evaluation of medical records for use in diagnostic related groupings;
- Development of statistical data derived from medical records used for medical and/or administrative analysis.