

MEDICAL RECORDS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory level position involving the oversight of electronic medical records for residents of county nursing home facilities. The incumbent creates programming and training for nursing home staff. The work is performed under general supervision with leeway allowed for the exercise of independent judgement in carrying out details of the work. Supervision is exercised over the work of assigned employees. A Medical Records Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises Medical Records Technician;
- Codes, cross-indexes and verifies diseases, surgery, and special therapy according to established nomenclature and classification systems;
- Creates and implements Nursing Assessments for both facilities in the EMAR (Electronic Medical Record);
- Creates and implements In-Service training programs for medical records staff and end users;
- Develops and implements policies and procedures related to Medical Records for both facilities;
- Coordinates with Administrative and Clinical teams in each facility to maintain robust records management systems and manage data for analysis and reporting;
- Oversees EMAR system access and security for both facilities;
- Analyzes medical records changes in regulation and works with Admin & Clerical teams to determine appropriate implementation methods;
- Prepares periodic and statistical reports such as vital statistics, analyses of facility bed utilization, out-patient services rendered, types of surgery performed, diseases treated, and other related records;
- Selects and compiles medical, surgical procedures and other data for use in preparation of special registers, indexes, analyses and reports;
- Assists facility 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;
- Maintains storage and retrieval system of closed records;
- Reviews and analyzes records to insure completeness, compliance with procedural requirements and established standards, use of accepted nomenclature, internal consistency and correlation of pathologic, radiologic and consultive diagnosis with final diagnosis;
- Assists in budgeting for supplies and equipment for the medical records department;
- Participates in the operation of equipment related to medical records processing;
- Operates keyboard to transcribe medical reports dictated by physicians, physical therapists and others through voice recordings;
- Utilizes electronic data processing equipment in performing the work;
- Assures proper release of requested copies of medical records;
- Reviews and updates policies and procedures regarding medical records and initiates new ones as needed.

FULL PERFORMANCE KNOWLEDGES, 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 for 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; working knowledge of terminology of human anatomy and physiology; ability to maintain a variety of medical records accurately and neatly; ability to make routine arithmetic computations rapidly and accurately; ability to abstract medical records and related health care data; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and either:

- A. Possession of an Associate Degree in medical record technology and two years of full time paid experience in the preparation and maintenance of medical records and statistics as described in the explanatory note below.*;

OR

- B. Four years of full time paid experience in the preparation and maintenance of medical records and statistics as described in the explanatory note below.*

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

**NOTE:* Satisfactory medical record experience must have been, either under the supervision of a medical record administrator/librarian; or performed in a health care facility containing at least 60 beds, where the candidates work product was subject to review by periodic inspections or surveys conducted by the NYS Department of Health, and have included:

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

CATTARAUGUS COUNTY CIVIL SERVICE

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