

LANCASTER COUNTY MEDICAL RECORDS TECHNICIAN

NATURE OF WORK

This is responsible records control work in the creation, maintenance and disposition of medical charts and related client records.

Work involves responsibility for maintaining a medical records library including creating new medical charts and disposing of terminated medical charts and client records; reviewing clinician schedules to identify and provide client charts based on daily appointments; and maintaining a records distribution system that ensures proper tracking, timely return and rapid location of client records. Work also involves ensuring and enforcing security procedures necessary to safeguard client confidentiality; responding to requests for client record information with proper authorizations and releases; and performing designated tasks for medical records-related committees. An employee in this class is expected to exercise proper judgment within the framework of departmental rules and regulations. General supervision is received from an administrative superior with work being reviewed in the form of accuracy and effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Maintain and dispose of terminated medical charts and related records to ensure records upkeep and control; maintain a records distribution system which ensures proper tracking and timely return of client records as well as rapid location of active and inactive records.

Perform designated tasks for several committees including acting as recording secretary and/or rotating chairperson, and preparing designated client charts for committee review; document completed quality control actions as required.

Receive and process requests for release of information ensuring requests adhere to established guidelines for proper authorization; enforce identified security procedures to safeguard client confidentiality.

Pull terminated cards and charts; remove appropriate records and files in designated binders; shred terminated charts and report destruction action for report to State Department of Records.

Review clinician schedules to identify and provide client charts based on daily appointments; train support staff assisting in medical records functions as needed.

Transcribe a variety of reports from dictation and/or rough draft, letters and memos.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the methods and practices involved in maintaining a medical records system.

Knowledge of general medical terminology.

Knowledge of the legal aspects and confidentiality of medical records.

Knowledge of the principles, practices and procedures of office management.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, outside agencies and the general public.

Skill in the operation of various office machines including electric file retriever, computer terminal, photocopier and typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by additional course work in records technology with experience maintaining medical records.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some training or experience in maintaining medical records or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

Revised 5/02

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