

RECORDS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the medical records management system within the Ulster County Mental Health Department. The work is performed under the general supervision of an administrator with considerable leeway allowed for the use of independent judgment in the technical details of the work. Supervision is exercised over the Medical Records Unit. The employee is responsible for providing guidance and direction to all department employees in matters pertaining to medical records management. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and participates in the daily operation of a records unit in the Ulster County Mental Health Department;

Audits and analyzes medical record charts for compliance with federal, state and facility regulations and identifies deficiencies, initiates and follows-up on corrective actions taken by professional staff;

Conducts qualitative/quantitative review and analysis of records of patients, identifying deficiencies, initiates and follows-up on corrective actions taken by professional staff;

Responsible for planning, developing and implementing a medical records system to acquire, analyze, code, store and retrieve medical records in accordance with federal, state and facility standards;

Under supervision of the Standards Compliance Coordinator ensures HIPAA, OMH, and OASAS regulations are being met.

Responsible for planning, developing and implementing records retention, preservation and retrieval systems for all departmental records in accordance with written policy and procedures;

Responsible for planning and implementing forms and procedures according to the needs of the department in order to keep current with federal, state and departmental standards and practices;

Responsible for documenting all new procedures in the medical record department policy and procedure manual;

Utilizes electronic data processing equipment in the course of performing duties and responsibilities, such as, but not limited, to data entering in informational databases;

Maintains and is responsible for file security and confidentiality;

Provides access to health care information to authorized persons in accordance with the facility's policy on medical release of information and confidentiality regulations;

Requests and releases health care records in accordance with established legal policies and procedures;

Provides advice, consultation and assistance on medical record management issues to administration and staff;

Assists in educational programs to staff as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the laws, rules and regulations governing medical records retention and confidentiality; good knowledge of methods for the indexing and the inventory of medical records; working knowledge of computerized applications in records management; good organizational abilities; ability to interpret technical written material; ability to understand medical terminology; ability to express oneself clearly both orally and in writing; ability to prepare reports; ability to train employees in medical records management procedures; accuracy; attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by six (6) credits in data processing or records management; **OR**
- B. Graduation from high school or a possession of a high school equivalency diploma and three (3) years of experience in the indexing and inventory of records and/or maintaining computerized record databases for a department or unit; **OR**
- C. Five (5) years of experience in the indexing and inventory of records and/or maintaining computerized record databases for a department or unit, in which two (2) years of experience must have included the responsibility of supervising such work.

Note: One (1) year of college level study in accounting, records management or secretarial science may be substituted for one (1) year of the experience defined in B and C.

ULSTER COUNTY
5410 RECORD TEC
Classification: Competitive
Grade: 11
Union: CSEA

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