

Class Concept

This is administrative/managerial level medical record work in the directing of a medical record program in an institution. Employees have the primary function of the maintenance, quality control, collection of statistical data, and quantitative analysis of unit medical record activities. They may serve as consultants to the professional staff and management in medical record matters. Work includes performance of technical records functions and may include supervision of clerical personnel. Work is performed with minimal technical supervision within area of specialization.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of principles and practices of medical record science.
- Working knowledge of medical and/or psychiatric terminology.
- Considerable knowledge of North Carolina laws, pertinent federal, State, and local regulations governing records and reports of medical care, vital statistics, and diseases.
- Ability to analyze and to evaluate medical records and to apply established standards, regulations, and laws to specific operating problems.
- Ability to organize and present information in oral and written form.
- Ability to establish and maintain effective working relationships with all levels of staff.

Minimum Education and Experience

Bachelor's degree in medical record science or medical record administration from an appropriately accredited institution; or

Completion of a medical record technician program from an appropriately accredited institution and two years of experience in medical record work; or an equivalent combination of education and experience.