

### Class Concept

This is administrative/managerial work in directing a complex medical record. Employees serve as department head with responsibility for budgetary, personnel, and supervisory functions and serve as consultant on the management team to provide input in medical records matters. Work is performed independently under general administrative supervision.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of medical record science.
- Thorough knowledge of medical terminology and the uses and limitations of medical records and reports of medical care, vital statistics, and diseases.
- Ability to analyze and to evaluate medical records, data, and information and to apply established standards, regulations, and laws to specific operating problems.
- Ability to talk and write effectively on the promotion of more adequate and efficient medical records operations within facility.
- Ability to establish and maintain effective working relationships with departmental personnel, facility personnel, and the public.
- Ability to compile complex medical reports and statistics.
- Ability to plan, assign, instruct, and supervise the activities of subordinate employees.

#### Minimum Education and Experience

Bachelor's degree in medical record science or medical record administration from an appropriately accredited institution and one year of experience in medical record work; or

Completion of a medical record technician program from an appropriately accredited institution and four years of experience in medical record work one of which must have been in a supervisory capacity; or an equivalent combination of education and experience.