

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV74622
Job Class Code:	580	Salary Schedule:	ASRRMERLB
EEO Category:	02	Grade:	19
Workers Comp Code:	9101		

Job Code Established:	01/01/96	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Library, Museum and Related Series

JOB CODE TITLE: MEDICAL RECORDS LIBRARIAN II

HRIS TITLE: MED RCDS LN II

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for the operation of a large sized medical records program, or acts as a consultant in advising medical institutions on methods of maintaining medical records; and performs related duties as assigned.

EXAMPLES OF DUTIES: Plans, organizes, and supervises the preparation, maintenance, analysis, and use of all records and reports in the operation of a large sized medical records department; supervises the reviewing of patients' records for completeness and accuracy according to established standards; maintains a system of coding and indexing of diseases, operations, and treatments according to a recognized classification system; compiles statistics, comparative studies and reports and assists in research projects; supervises the answering of inquiries for information from patient records in accordance with established policies; supervises personnel engaged in operation of the department; supervises and maintains the medical reference library including cataloging and accessioning; supervises medical records for specific health programs; acts as a consultant to health facilities on licensing and certification requirements for medical records; develops and distributes educational materials; develops medical records forms; conducts workshops on medical records methods.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of maintaining a medical reference library; office management and procedures; medico-legal terminology.

Skill/Ability to: plan and direct the work of others; work cooperatively with professional and non-professional staff; train technical and clerical staff; speak and write clearly and effectively; compile statistics; prepare comprehensive reports.