

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV74623
Job Class Code:	580	Salary Schedule:	SET RATE
EEO Category:	02	Grade:	16
Workers Comp Code:	9101		

Job Code Established:	12/01/09	Effective Date:	12/01/09
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Library, Museum and Related Series

JOB CODE TITLE: MEDICAL RECORDS LIBRARIAN 1 POOL

HRIS TITLE: MED RCDS LIBRN 1 POOL

THIS CLASS IS TO BE USED FOR POOL MEDICAL RECORDS LIBRARIANS ONLY. IT IS NOT TO BE USED FOR PERMANENT STAFF.

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of average difficulty in the operation of a small to medium sized medical records program; and performs related work as required.

EXAMPLES OF DUTIES: Plans, organizes, and controls the preparation, maintenance, analysis, and use of all records and reports in the operation of a small to medium sized medical records department; reviews 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; answers inquiries for information from patient records in accordance with prescribed policies; participates in staff meetings; supervises personnel engaged in operation of a medical records program; supervises and maintains the Medical Reference Library, including cataloging, accessioning and other pertinent duties.

KNOWLEDGE, SKILLS AND ABILITIES:

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

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.