

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV98651
Job Class Code:	020	Salary Schedule:	AREG
EEO Category:	05	Grade:	12
Workers Comp Code:	9410		

Job Code Established:	10/01/98	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Medical and Related Technical Series

JOB CODE TITLE: MEDICAL RECORDS TECHNICIAN

HRIS TITLE: MED RCDS TECH

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of average difficulty maintaining centralized statewide disease registers, developing statistics, or registers for a hospital or health program; and performs related work as required.

EXAMPLES OF DUTIES: Collects data in field or office, as assigned, for the compilation of reports; supervises and participates in the accurate preparation of patient records; under the direction of a Medical Records Librarian or administrative superior, supervises and participates in the maintenance of master patient indexes and diagnostic indexes; maintains centralized statewide disease registers; develops morbidity and disease reporting statistical methods and reporting forms; assists in development of coding systems; visits local health departments and trains record keeping personnel in the preparation of public health records; supervises and trains clerical personnel in the maintenance of case registers and patient records.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: accepted methods and techniques in the administration and maintenance of medical records; medical terminology, human anatomy; standard medical coding and indexing.

Skill/Ability to: plan and supervise the work of clerical assistants.

SPECIAL SELECTION FACTORS: High school graduation or possession of a high school level GED certificate and completion of a records technician course or five years of progressively responsible medical records clerical work.