

CSC Adopted: May 2012, CSC Revised: July 2015

Class Title: Medical Records Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responds to requests for information in accordance with confidentiality and regulatory compliance laws regarding Mental Health, Mental Retardation and Substance Abuse client records. Works with Records Administrator to oversee department processes

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains active and closed record files and inventory.
2	S	Serves as liaison with offsite document storage company.
3	S	Monitors documentation via data collection, analysis and statistical report preparation.
4	S	Runs and distributes quality assurance exception reports (i.e., open cases, no service in 90 days, duplicate medical record numbers, etc.)
5	S	Assists with integrating records from multiple sites and services.
6	S	Oversees data entry processes (includes training data entry staff, writing procedures, troubleshoots data entry/data integrity with MIS).
7	S	Assists clients and outside agencies with the Release of Information process
8	S	Oversees ordering of forms, charts and supplies for the Records Department.
9	S	Responds to subpoenas and court orders as needed.
10	S	Plans, organizes and directs work of the staff in the absence of the Records Administrator
11	S	Performs related work as assigned.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Associates Degree or equivalent combination of education and experience.
Experience	Two years related experience; behavioral health records experience and strong background working with confidentiality issues and regulations concerning SA and MH client information preferred
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read policies and procedures, various reports, instructions, client records
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, including analysis of data collection and statistical information, as required by assignment
Writing	Ability to prepare documentation, supply orders, correspondence and related records.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Fax, filing; for prolonged periods
Sitting	C	Computer, desk work, filing; for prolonged periods
Walking	F	Fax, filing
Lifting	F	Office supplies, files, books, manuals
Carrying	F	Office supplies, files, books, manuals
Pushing/Pulling	F	Filing
Reaching	F	Filing
Handling	F	Office supplies, files, books, manuals
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Filing
Crouching	O	Filing
Crawling	R	
Bending	O	Filing
Twisting	O	Filing
Climbing	R	
Balancing	O	Filing
Vision	C	Computer, desk work, reading, writing, filing, use of office equipment; absence of color-blindness
Hearing	C	Telephone, co-workers, staff, supervisor
Talking	C	Telephone, co-workers, staff, supervisor
Foot Controls	R	Driving
Other (specify)		

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, copier, facsimile machine, and related office equipment.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		
Mechanical Hazards	N	Dirt and Dust	N	
Chemical Hazards	N	Extreme Temperatures	N	
Electrical Hazards	N	Noise and Vibration	N	
Fire Hazards	N	Fumes and Odors	N	
Explosives	N	Wetness/Humidity	N	
Communicable Diseases	N	Darkness or Poor Lighting	N	
Physical Danger or Abuse	N			
Other (see 1 below)				

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other (see 2 below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

N/A

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)