I. DEFINITION

This is responsible professional medical records work. Employees in this class organize and direct the development, maintenance, analysis, and use of diagnostic and therapeutic medical records in a state hospital or institution. Limited supervision is received from a clinical director.

Examples of Work Performed:

- Maintains a medical library and the reference services for staff conferences, research and publications.
- Receives, classifies, and directs the filing of medical records; develops and maintains accurate and complete record files to meet the reference and research needs of the institution.
- Reviews patients' clinical histories to insure completeness of records; maintains proper flow of records and reports among the various clinical services and other institutional units.
- Analyzes the utilization of medical records and designs forms and record systems to facilitate the usefulness of the records program.
- Analyzes and evaluates clinical records to provide sufficient data to substantiate diagnosis, treatment and results, or to facilitate medical research.
- Provides consultative services on medical record problems and procedures or directs a clerical staff in the operation of a medical record program.
- Determines training needs for all personnel in the medical records department and for medical record training professional and non-professional personnel outside of the record department.
- Prepares abstracts from clinical records.
- Develops statistics and prepares regular and special reports and studies.
- May brief and transcribe records.
- May testify in court to authenticate medical records.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Extensive knowledge of principles, theories, standard practices, methods and techniques of medical record systems.
- Extensive knowledge of medical and psychiatric terminology, medical ethics, hospital organization and management and applicable statistical methods.
- Ability to establish and develop a sound medical records system and devise methods for improvement.
- Ability to deal effectively with professional staff, associates and subordinate employees.
- Ability to explain and interpret all phases of the medical records library’s activities.
- Ability to effectively utilize written and oral communicative skills clearly, concisely, and persuasively.
Training and Experience:

Successful completion of a medical record librarian curriculum at a school approved by the Council on Medical Education of the American Medical Association.

Special Requirement:

Registration with or eligible to be registered by the American Medical Record Association.