

## ASSISTANT MEDICAL RECORDS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in administering and directing the overall activities of the Division of Medical Records at the Westchester Medical Center. Responsibility includes performing and implementing all administrative tasks in an assigned area and coordinating these activities with other Medical Center divisions to achieve an optimum level of service delivery. This involves familiarity with the total operation of a large hospital and the functions of its various divisions. This position differs from the Program Specialist (Medical Records) and Supervising Medical Records Coder classifications in that the Assistant Medical Records Administrator has responsibility for assisting the Director in managing the overall operations of the Division. Supervision is exercised over a number of technical and clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in directing and administering the overall operations of the Division of Medical Records;

Performs various administrative tasks to ensure optimum delivery in the completion of Medical Records activities;

Supervises and directs the staff to ensure the completeness, accuracy, and confidentiality of the medical records of patients;

Analyzes and interprets statistical and other data relative to the specialty services provided by the Medical Center and prepares them into reports, following the format or guidelines required by regulatory agencies or hospital management;

Develops, implements and maintains systems for the continuous control and flow of patient charts and selected information from charts in order to meet deadlines set by various divisions of third party inquiries;

Establishes and maintains efficient storage and retrieval systems for both active and inactive Medical Records;

Establishes and maintains systems to ensure that Medical Record information is released only to authorized sources and within the required time frame;

Develops and implements performance monitoring systems to assess levels of performance in all major department functions, product areas, services and customer satisfaction;

Develops and initiates projects for continuous quality improvements and educates staff on quality improvement activities;

Develops, establishes and maintains policies and procedures for the coding, DRG assignment and abstracting functions;

EXAMPLES OF WORK: (Cont'd)

Consults with physicians when clarification is required to ensure accurate coding and DRG assignment;

Keeps abreast of current trends in health information management and medical records coding and makes recommendations to ensure compliance;

Generates reports utilizing the computerized clinical information system as requested by physicians and other hospital staff;

Attends meetings, seminars and conferences related to the activities of the Medical Records Division.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern medical record and computerized patient information systems; good knowledge of the interrelationships between Medical Records and other Medical Center divisions and services and their dependency on an efficient Medical Records Division; good knowledge of the laws and statutes governing medical records and standards set forth by accrediting and regulatory agencies; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to delegate responsibility effectively; ability to assemble data and prepare evaluation reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound and mature judgment; accuracy; flexibility; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) four years of staff, administrative or management experience in the field of medical records within a health care facility, two of which must have been in a supervisory or managerial position, two of which must have been in a tertiary care facility; or (b) a Master's Degree\* in Hospital Administration, Business or Public Administration and three years experience as stated in (a), two of which must have been in a supervisory or managerial position, two of which must have been in a tertiary care facility; or (c) a satisfactory equivalent combination of the training and experience as defined by the limits of (a) and (b) which must have included the two years of specialized experience.

SPECIAL REQUIREMENT: Must be certified as a Registered Health Information Administrator (RHIA) (formerly Registered Records Administrator (RRA)) or Registered Health Information Technician (RHIT) (formerly Accredited Record Technician (ART)) by the American Health Information Management Association at the time of appointment.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C2661  
Job Group: XIII