

MEDICAL RECORD TECHNICIAN I / II

DEFINITION

Under general supervision, to interpret, code and abstract medical records according to diagnostic categories, medical, diagnostic, and related hospital services rendered, and related patient information; to review medical records for adherence to quality standards; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Medical Record Technician I: is the entry level of this series. Initially under close supervision, incumbents learn and perform coding and abstracting of diagnoses and procedures. This class is flexibly staffed with Medical Record Technician II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for the higher level.

Medical Record Technician II: is the fully-qualified, journey level class in the series. Under general supervision, incumbents perform the full scope of duties. This class is distinguished from Supervising Medical Record Technician, which is a supervisory classification.

EXAMPLES OF DUTIES

1. Evaluates records and assigns diagnostic codes to final diagnoses, operations and procedures using the International Classification of Diseases Manual – Clinical Modification (ICD-CM), the American Medical Association's Current Procedural Terminology manual (CPT), manually and using computer-based encoders
2. Completes abstracts of inpatient and outpatient cases summarizing a variety of medical record data related to diagnosis, patient information, status and stay, procedures, hospital services and related information.
3. Sequences diagnoses and procedure codes for statistical accuracy and to optimize reimbursement
4. Discusses recorded information and data with physicians and others to obtain additional information and ensure appropriate presentation
5. Finalizes attending physician attestations and obtains signatures
6. Performs computer entry of coded and abstracted data, and updates/corrects information provided; edits and corrects financial classification; edits and corrects other reports and data
7. Compiles statistics and prepares and maintains a variety of records and reports
8. Researches and locates missing data and records needed for coding and abstracting; retrieves and files records
9. Installs system software updates.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Medical Record Technician I / II

Knowledge and Skills:

Knowledge of:

Level I:

1. Basic keyboard operations, and operation of other standard office equipment
2. Basic medical terminology, anatomy and physiology.

Level II: (In addition to the requirements for level I):

1. Techniques, system and methods for interpreting encoding medical records including the ICD-CM, CPT, and related systems
2. Current reimbursement systems and associated regulatory review practices
3. Governmental, Hospital and JCAHO Standards for medical records
4. States, sequence, progression and description of diseases.

Skill and Ability to:

Level I:

1. Read, interpret and evaluate complex technical reports and information
2. Understand and apply anatomical, physiological and medical terminology
3. Communicate tactfully and effectively with those contacted in the course of the work
4. Maintain records and compile statistics
5. Operate a computer terminal
6. Prepare reports and other written communications.

Level II: (In addition to the requirements for level I):

1. Interpret medical records to assign diagnostic codes, and prepare medical record abstracts
2. Understand disease processes, medical terminology, diagnostic descriptions, and procedures
3. Evaluate the quality, completeness and accuracy of medical records
4. Work with physicians and others to ensure complete and accurate information and optimal reimbursement based on coding and abstracting of medical records
5. Maintain records and compile statistics.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Level I:

EITHER

Education: Vocational or college level coursework in anatomy, physiology, and medical terminology,

AND

Experience: Two years of experience which has involved either work with medical records, such as transcription, or the analysis and evaluation of technical reports and information.

OR

Education: Completion of a junior college, vocational school or equivalent program in medical record coding and abstracting.

OR

Certification: Certification by the American Medical Record Association as an Accredited Record Technician or Registered Record Administrator.

Level II:

Experience: Two years of experience as a Medical Record Technician at a level equivalent to the County's Medical Record Technician I.

SPECIAL QUALIFICATIONS

1. Ability to reach, bend and lift in order to pull files.
2. Must be willing to work shifts.

CLASS HISTORY

Class Code: 50T01 / 50T11
 Established Date: August, 1991
 Revised Date: (New)
 Former Title: (New)

CLASS DATA

Job Group: 14 / 14
 EEO Category: PP / PP
 Work Comp. Code: 8830 / 8810
 Bargaining/Employee Unit: J / J
 FLSA: C / C
 MOCO OT: Y / Y

Prepared by: SC 1/14/92

Approved by:

/s/ Lorna J. Taluban
 County Administrative Office

1/13/92
 Date