

9050
MEDICAL RECORDS ASSISTANT

Nature of Work

Under general supervision, performs paraprofessional work at the full-performance level in the maintenance of medical records in a state health care facility. Responsible for the upkeep and condition of patient files, including typing, indexing, coding and filing. Compiles medical care census data. May supervise staff in the medical records unit in a small facility. May work nights, evenings, weekends and/or holidays. Performs related work as required.

Examples of Work

Codes and indexes patient files. Analyzes patient records to assure all information is included and in proper format.

Files information related to patient charts and files, in compliance with federal, state and professional standards.

Compiles statistical reports which may include: outpatient, inpatient and facility activity, deaths, long-term care, substance abuse, Medicaid, Medicare and other related reports.

Types labels, creates file folders, forms and related correspondence; composes correspondence concerning information contained in medical records.

Purges files when necessary.

Decides if all files are complete and accurate. Returns files to appropriate person for changes when necessary.

Uses patient charts to complete questionnaires and various reports.

May bill Medicare, Medicaid and other accounts appropriately.

Knowledge, Skills and Abilities

Knowledge of principles and practices of medical records management.

Knowledge of medical, psychiatric and anatomical terminology.

Knowledge of codes and indices used in filing medical documents.

Knowledge of applicable federal, state and professional requirements and certifications.

Ability to abstract, analyze and interpret medical records.

Ability to compile and write statistical, medical and related reports and summaries.

Minimum Qualifications

Training: Graduation from a standard high school.

Experience: Two (2) years of clerical experience working with medical records, including coding, filing and/or indexing medical records in a hospital or health-related setting.

Substitution: Successful completion of study from an accredited college or university in medical coding, health services administration, or related business or vocational school training may be substituted for the required experience.

Note: State hospitals accredited by national or regional accreditation boards require certification as a Registered Health Information Technician (RHIT) from the American Health Information Management Association (AHIMA) which was formerly the Accredited Records Technician (ART) certification by the American Medical Records Association (AMRA).

Established: 08/20/1992

Revised: 03/20/1993; 05/02/2017; 03/15/2018

Effective: 03/15/2018