

MEDICAL RECORDS SECRETARY

DEFINITION

Under general supervision, to perform transcription for internal medicine, psychiatry, podiatry, dental and pharmacy consultants, set up, maintain and destroy medical records in accordance with federal and state guidelines as well as established policies and procedures; maintain a complete medical records program, and perform related work as required.

EXAMPLES OF DUTIES

Sets up medical records for new admissions; maintains clinical information for all residents regarding admission, discharge and transfer information; ensures that complete level of care determinations are submitted to BQA in a timely manner; maintains tickler files for physician visit schedules; retention and destruction of medical records; thinning of charts; completion of MDS sections; maintenance of a current diagnoses list, etc.; files information and reports; performs quantitative reviews for completeness of medical record and follows up with problems; transcribes admission notes, staffing notes, physical exams, physician visits, discharge summaries and consultations, etc., for psychiatry and internal medicine physicians; consults with medical records consultant periodically to ensure compliance with all regulations; maintains required logs to ensure that admissions/discharges and transfers are up to date, correspondence with BQA is tracked, level of care determinations are timely, physicians visits are completed as required; chairs the medical records and forms committees; assists in establishing procedures to ensure that medical record compliance is maintained, audited, and needed education is offered.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to one year of clerical transcription experience in which the primary emphasis was on using medical terminology and maintaining medical records systems. Must be familiar with medical and psychiatric terminology. A combination of formal medical records training and experience is preferred. Training in the MDS process, ICD-9 coding, and experience in a long-term care facility is desired.

Knowledge, Skills and Abilities: Knowledge of clerical principles, practices and techniques; ability to interpret established regulations and procedures; ability to type accurately at a rate of 50 net words per minute; ability to operate standard office machines including transcription, word processing, spread sheets, MDS software; knowledge of correct spelling, grammar, punctuation, and usage; ability to work accurately; ability to communicate effectively, both verbally and in writing; ability to assemble and organize information from a variety of sources; ability to evaluate and devise work methods to improve efficiency or meet new requirements; ability to interpret complex guidelines related to medical record systems; must be able to read, write, speak, and understand the English language; must be able to manage a complex workload with shifting priorities; must possess the ability to deal tactfully with personnel, residents, visitor, and the general public; must be knowledgeable in micro-computers, data input and output; must maintain confidentiality; must be able to cope with the mental and emotional stress of this position; must possess sight/hearing with or without the use of prosthetics to function adequately so that the requirements of this position can be met; must function independently, have personal integrity, have flexibility, and be able to work cooperatively with other personnel; must be able to push, pull, lift and move office equipment, supplies and records that weight 50 pounds; must be able to assist in the evacuation of residents in case of emergency.