



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 743.3

Job Title: **MEDICAL RECORDS SUPERVISOR**

Pay Grade: 19

GENERAL SUMMARY:

Supervises the administration, documentation and release of medical records and/or patient information at a City clinic.

RESPONSIBILITIES:

- Supervises the daily activities of the medical records and data terminal entry staff.
- Implements administrative and documentary processes and procedures for handling medical records and charts.
- Handles transfers of medical records, charts, x-rays, and release of patient information.
- Performs medical records audits and chart analyses.
- Compiles and reports statistical medical records data.
- Completes performance appraisals; reviews and submits monthly time and attendance records for staff personnel.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Medical Records Administration or Health Information Management from an accredited college or university.

EXPERIENCE:

Two years of experience in medical records keeping are required, preferably with one of the two years in a supervisory capacity.

License: Prefer certification as a Registered Records Administrator.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hirings, terminations, and employee pay changes.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Medical Records Supervisor
Registered Medical Records Administrator

*Effective: October 1990
Revised: September 1994*