



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 743.2

Job Title: **REGISTERED MEDICAL RECORDS ADMINISTRATOR**

Pay Grade: 23

GENERAL SUMMARY:

Performs overall administration and management of the Medical Record Services unit.

RESPONSIBILITIES:

- Establishes goals and evaluates section performance; develops and evaluates subordinates.
- Administers the daily operations of and provides working supervision over the Medical Record Services unit.
- Plans and develops a professional medical records system that attains institutional goals and meets accredited agency standards.
- Administers and evaluates the computerized medical records and technical index records systems.
- Develops in-service education and workshops for Medical Records staff and organizes legal workshops for clinical and administrative staffs.
- Develops policies and procedures related to professional medical record keeping.
- Responds to other departments and/or legal actions including court orders, depositions, subpoenas, etc., in the release of patient information and manages the release of information that falls under the Texas Open Records Act.
- Ensures quality control of all departmental medical records and documents.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Four years of experience in medical records administration (management and supervision) are required, with two of the four years in a public health agency.

A Master's degree in a health related field may be substituted for two years of the required experience (one in general medical records administration and one in a public health agency).

License: Must be certified as a Registered Records Administrator.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and nonsupervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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*