

## **Coordinator of Medical Records and Registration**

### Function of Job:

Under broad supervision from designated administrator and with a focus on continuing improvement and customer service, serve in a leadership and supervisory role overseeing the function of medical records and patient registration and act as a resource for all staff in matters regarding medical records and patient registration.

### Characteristic Duties & Responsibilities:

1. Supervise staff in the medical records patient registration and transcription area, including hiring and evaluating staff.
2. Schedule staff and ensure coverage during illness and other absences.
3. Supervise procedures for tracking practitioners' signatures on transcribed notes and reviewing completed dictation.
4. Act as chair of medical records committee, which includes conducting and preparing for meetings with agendas that include policy and procedure review and related medical records issues.
5. Assist in all aspects of preparing the medical records for accreditation process.
6. Prepare request for proposals and other service provider contracts as needed for medical records, transcription and registration.
7. Develop and maintain ongoing quantitative analysis of every record involved in patient care.
8. Coordinate all requests for release of medical information, protecting the privacy of the patient at all times.
9. Establish all policies and procedures regarding medical records.
10. Maintain tracking systems and use systems to identify variances on all data that may be needed. Participate and prepare records for medical audits. Coordinate purging of medical records.
11. Communicate via staff meetings keeping records and registration staff up to date on changes, etc.

### Minimum Acceptable Qualifications:

1. Associate's degree in an approved college program in Medical Records or related area.
2. Eight years of related experience, including supervisory responsibilities.
3. Knowledge of medical terminology.
4. Computer knowledge and experience especially in data base management and word processing.
5. Ability to establish and maintain effective working relationships with staff, students and the general public.
6. Information Technologist skills.

### Additional Desirable Qualifications:

1. Other related medical experience or higher education.
2. Accreditation by American Medical Records Association as Accredited Record Technician (ART).

9/11/98 \_\_\_\_\_  
System Approval

7/10/98 \_\_\_\_\_  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

