

Code: 4433

Title: MEDICAL RECORDS TECHNICIAN

SUMMARY: Performs medical chart review and coding tasks.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Reviews medical records of discharged patients and identifies medical diagnoses and procedures listed by the attending physician;

Confers with physicians to resolve seeming discrepancies and to clarify chart information;

Codes diagnoses and procedures listed in the charts according to standardized international classifications;

Extracts additional data from medical records to be used in professional activity studies, medical audits and disease studies;

Enters coded medical data into a computer and verifies key entries;

Insures the appropriateness of terminology and proper format of medical records;

Provides medical information from patient charts in accordance with hospital policies regarding release of information;

Attends meetings and conferences to keep current on new procedures for reviewing and coding medical charts.

KNOWLEDGE & SKILLS:

Knowledge of:

- medical chart review and coding procedures;
- medical terminology;
- data entry and verification procedures;
- hospital policies regarding release of medical information.

Skill in:

- identifying specific diagnoses and procedures from medical charts;
- coding identified diagnoses and procedures according to standard methods;
- entering coded medical data into computers.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Completion of accredited course work in medical records technology or a related field as defined by the appointing authority and one year of experience reviewing and coding medical records.

(Additional relevant experience and/or education from an accredited school or university may be substituted)

OR:

(2) One year of experience with Pima County as a Medical Processing Clerk.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.