

**THE COUNTY OF SOLANO
CLASS DESCRIPTION, 1999**

MEDICAL RECORDS TECHNICIAN

DEFINITION

Under general supervision, performs routine clerical work in maintaining medical chart files; receives, prepares and processes the release of medical information and subpoenas; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to receive, sort and store documents, charts, materials and information and to retrieve, distribute and purge files. Incumbents perform files maintenance activities on manual and/or automated filing and record-keeping systems. This class is distinguished from Medical Records Supervisor by the latter's responsibility to supervise the operations of the County's medical records activities in accordance with established policies and procedures.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Maintains general filing for all closed chart records; reviews files, records and documents for accuracy, completeness and consistency of information recorded; sorts, stores and retrieves documents, records, charts, materials and other items by alpha, numeric, content or other classification method; locates missing material through conducting a file search.
2. Receives requests for and locates medical information, records, charts and materials; records distribution information; prints medical information stored on electronic media or microfilm; distributes files, materials and information using inter/intra-office mail, electronic mail, courier or post office.
3. Searches for misplaced medical records, charts and materials; uses indices and cross-references and/or conducts search of manual, microfilm or electronic information storage systems to locate information.

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4. Pulls charts daily for physicians' next day appointments, medication monitoring/compliance, signed and dated consent forms, and chart compliance with County and State regulations; receives and prepares orders (forms in client Medical Record charts) from different divisions within the Mental Health Department; assists with chart pulls for walk-in appointments; updates information in charts; prepares and processes documents for Mental Health Medical Records, including Children and Adult programs.
5. Pulls old charts and destroys charts according to department policy; charts are received throughout the day for refiling by terminal digit order; verifies closed records in computer data base; distributes weekly and monthly reports to units and departments.
6. Confers and responds to court/staff inquiries and/or public regarding Mental Health issues according to Health and Social Services policies and procedures.
7. Answers and screens telephone calls for appropriate information; forwards calls to appropriate individual or office; provides requested charts for doctors and other staff members; receives information by written correspondence, telephone, or fax; prepares order forms for clerical supplies.
8. Attends special County all staff meetings, activities or events regarding mental health issues or medical records; assists in explaining and complies with Health and Social Services policies, procedures, and/or regulations.
9. Operates and maintains equipment used in information and material storage and retrieval systems (including computers, microfilm equipment, shredders, etc.); cleans electronic storage media; maintains workspace and assists in organization of storage areas to ensure maximum utilization of space.
10. Performs other routine clerical tasks as necessary, such as making copies, answering the phone, relaying messages, routing calls and other public contact activities; sorts and distributes departmental mail/unit mail.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED; supplemented by six (6) months of full-time work experience in a records or medical office that demonstrates possession of and competency in requisite knowledge and abilities.

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KNOWLEDGE/ABILITIES

Knowledge of general office procedures and practices; information/material storage and retrieval techniques; routine record-keeping methods; equipment used to maintain manual and/or automated information/material storage and retrieval systems; medical terminology.

Ability to sort items according to alpha, numeric, content and/or other classification method; assign and/or record identification codes; store, maintain and retrieve information, records, charts and materials; search manual, microfilm or electronic information storage systems to locate information; operate typewriter and data entry, microfilm, copying and shredding equipment; maintain logs, cross reference files and indices; update and purge storage systems based on established procedures or specific instructions; maintain accurate records and document actions taken; maintain confidentiality of information; demonstrate tact and diplomacy in stressful situations; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

Recruiting requirements may be set to test typing/data entry speed or equipment operation skills, however, these skills are not the primary areas to be measured in the selection process.

SUPPLEMENTAL INFORMATION

None.

ADA COMPLIANCE

Physical Ability: Tasks involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50) pounds.

Sensory Requirements: Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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Human Resources Director

Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.