



Health Record Technician

Class Codes: 1140

Date Established: 01-01-78

Date Revised: 09-13-05

OVERVIEW:

Under general direction, the Health Record Technician acts as a health record librarian compiling, verifying, and managing the establishment, amendment, retrieval and storage of student health information for each student; may supervise other employees assigned to filing and processing information and records; may supervise reception, fiscal record keeping, telephone answering, and appointment functions.

DISTINGUISHING CHARACTERISTICS:

The Health Record Technician is distinguished from other classifications primarily by the technical nature of the work and the application of specialized knowledges of universally approved medical record practices and procedures which can only be learned in specific classes or medical settings.

This classification should be used only when the position serves as a resource on the latest legal and technical aspects of medical records management and uses knowledges and skills acquired through specialized training or experience. A position that is mainly secretarial or supervisory should be classified as are other positions of a similar level in other specialized offices of the campuses.

TYPICAL ACTIVITIES:

Incumbents in this classification, plan, supervise and participate in following approved practices and procedures for compiling, verifying and filing health record information to document health examinations, diagnoses and services relating to patients in a student health service; manage the storage, information processing and flow of files in and out of the library of patient health records; prepare case files; seek and obtain missing information and signatures; compile daily and periodic statistical data; maintain confidentiality of information; may supervise a small unit in records processing; may assign and direct other employees in providing reception, fiscal record keeping, telephone answering and appointment functions; may type records, reports and correspondence; complete forms and reproduce copies of designated records or portions of records for insurance companies and other off-campus purposes; prepare records for use in subpoenas; and may supervise other clerical workers and student assistants.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of medical terminology and knowledge of office methods, supplies and equipment.

Ability to perceive differences in copy and to proofread words and numbers; follow numerical and alphabetical filing systems and retrieve records; follow procedures for processing data and documents; maintain confidentiality of files; type at a corrected rate of 40 words per minute; read and understand written medical reports; revise or develop new filing and record maintenance procedures; compile, interpret and utilize data for coding files, making indices and drafting numerical reports; and apply new regulations to record management systems.

Experience:

Equivalent to three years of clerical experience with one year in an acute hospital, doctor's office, clinic or health facility performing work involving the maintenance of medical records.

Completion of 11 semester units in anatomy, medical record science, and health information systems may be substituted for one year of the specialized experience.