

MEDICAL HEALTH RECORDS SUPERVISOR (HOSPITAL and MENTAL HEALTH)

NATURE OF WORK IN THIS CLASS

This position assist the Medical Health Records Administrator in the planning, supervising and coordinating the programs and activities of the medical records department of the Guam Memorial Hospital Authority (GMHA) and the Department of Mental Health and Substance Abuse (DMHSS).

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

GUAM MEMORIAL HOSPITAL AUTHORITY

Assists in the development and maintenance of the hospital's systems for documenting, storing and retrieving medical/health information; supervises medical records staff.

Consults with the medical and health care team to secure a common agreement and understanding concerning the medical records department.

Assists in the implementation of new technological developments in medical records, including formulation and implementation of departmental policies and procedures.

Provides input to medico-legal concerns on all phases of medical records.

Serves as the hospital's custodian of records relating to court subpoenas, in the absence of the Medical Health Records Administrator.

Reviews medical records for quantitative and qualitative control purposes, assuring that all records are prepared and maintained according to established policies and procedures; implements and monitors the quality assurance policies and procedures for the department.

Assures the maintenance of data for reporting purposes.

Participates in the planning, developing, implementing and maintenance of a microform medium for clinical records, and for reporting purposes.

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ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Participates in the preparation and managing of the department's budget as well as procuring resources for the operation of the department.

Serves as the ex-officio member of the Hospital's Medical Records Subcommittee of the Medical Staff, in the absence of the Medical Health Records Administrator.

Conducts in-service training to medical records personnel and other hospital personnel.

Assists the Medical Health Records Administrator in the planning, development, and implementation of patient care information system for the hospital.

Performs related duties as required.

MENTAL HEALTH AND SUBSTANCE ABUSE AGENCY

Assists in the development and maintenance of mental health's systems for documenting, storing and retrieving medical/health information; supervises medical records staff.

Consults with the medical and health care team to secure a common agreement and understanding concerning the medical records department.

Assists in the implementation of new technological developments in medical records, including formulation and implementation of departmental policies and procedures.

Provides input to medico-legal concerns on all phases of medical records.

Serves as the mental health's custodian of records relating to court subpoenas, in the absence of the Clinical Administrator.

Reviews medical records for quantitative and qualitative control purposes, assuring that all records are prepared and maintained according to established policies and procedures; implements and monitors the quality assurance policies and procedures for the department.

Assures the maintenance of data for reporting purposes.

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ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Participates in the planning, developing, implementing and maintenance of a microform medium for clinical records, and for reporting purposes.

Participates in the preparation and managing of the department's budget as well as procuring resources for the operation of the department.

Serves as the ex-officio member of the Mental Health's Medical Records Subcommittee of the Medical Staff, in the absence of the Clinical Administrator.

Conducts in-service training to medical records personnel.

Assists the Clinical Administrator in the planning, development, and implementation of patient care information system for mental health.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of medical record science management, procedures, and techniques.

Knowledge of medical terminology.

Knowledge of the human anatomy and physiology.

Knowledge of electronic data processing.

Knowledge of medical record coding classifications.

Knowledge of a health care organization relative to medical record administration.

Ability to supervise the work of others.

Ability to interpret and apply pertinent Federal and local laws, regulations, and standard guidelines of other regulatory agencies.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to evaluate programs and recommend modifications to enhance effectiveness.

Ability to handle court appearances when responding as custodian of records.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of progressively responsible experience in a hospital or health care medical records that included the analysis of medical records for completion, consistency, and compliance with requirements, and graduation from a recognized college or university with a Bachelor's degree in Medical Records Administration; or
- B. Four (4) years of progressively responsible experience in a hospital or health care medical records that included the analysis of medical records for completion, consistency, and compliance with requirements, and graduation from a recognized college or university with an Associate's degree in Medical Records technology; or
- C. Any equivalent combination of experience and training, beyond the Associate's degree, which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY SPECIAL QUALIFICATIONS

- A. Certification of a Registered Record Administrator (RRA) approved by the American Medical Records Association; or
- B. Certification as a Medical Record Technician approved by the American Medical Records Association.

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**ESTABLISHED: JANUARY 1990
AMENDED: JANUARY 1996**

PAY GRADE: M

HAY EVALUATION:

KNOW HOW:	EI2	200
PROBLEM SOLVING:	D3 (33%)	66
<u>ACCOUNTABILITY:</u>	<u>D2C</u>	<u>76</u>
TOTAL POINTS:		342



ELOY P. HARA
Executive Director
Civil Service Commission