

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3648

TITLE: MEDICAL RECORDS ADMINISTRATOR

GRADE: S-24

DEFINITION:

Under general supervision, develops, coordinates, and oversees the maintenance, quality assurance, and regulatory compliance of the medical records programs of the Fairfax-Falls Church Community Services Board; coordinates and conducts audits to support CSB's quality management initiatives, ensure compliance with relevant Federal, State and local statutes, and accreditation standards; performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Medical Records Administrator is a single position class, unique to CSB.

ILLUSTRATIVE DUTIES:

Oversees and coordinates the establishment, organization, maintenance, security, retrieval, and disposition of clients' medical records, both in computerized data (electronic health records – EHR) and hard copy file formats, for all program areas including Mental Health Services, Alcohol and Drug Services, Mental Retardation Services, and Infant and Toddler Connection Services;

Develops, maintains, and disseminates medical records policies and procedures, such as the technical and regulation aspects of medical records maintenance, appropriate release of information, and accurate coding procedures;

Plans, coordinates, and conducts audits of the clients' medical records to ensure that all documentation, legal and insurance information is in conformance with Federal, State and local statutes, accreditation requirements, insurance standards and Community Services Board policies to maximize reimbursement;

Analyzes findings of medical records audits for deviations from established criteria and performs quantitative/qualitative retrospective and concurrent analyses, and collaborates with staff to develop and implement corrective action plans to correct any deficiencies;

Trains clinical and administrative staff in proper medical records documentation, filing, retention, destruction schedule, security, confidentiality, retrieval, and disclosure;

Ensures that management information system interfaces with medical records system;

Serves as a technical expert and consults with medical records staff in all programs regarding the department's medical records policies, procedures, and best practices to ensure consistency across the department;

Serves as the department's HIPAA lead to ensure the department's compliance with HIPAA as well as other state and federal health privacy regulations;

Liaisons with consumers, insurance companies, HMOs, attorneys, Social Security Administration, other County departments and State agencies on issues related to clients' medical records;

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Represents the department at County and State meetings related to medical records and other topics as assigned;

Serves as the department's Records Officer to the Library of Virginia to ensure the department's compliance pertinent regulatory developments regarding medical records retention, archiving, and destruction schedules.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of rules, regulations, and statutes governing health information management such as Licensure, Performance Contract, Medicare/Medicaid, Human Rights and Commission on Accreditation of Rehabilitation Facilities (CARF) standards;

Extensive knowledge of HIPAA regulations and related federal and state laws;

Knowledge of Federal, State and local laws relating to mental health, mental retardation, and substance abuse records (such as release of information, subpoena protection, and rights of individuals to access his/her medical records);

Knowledge of medical information systems, classification systems, and coding systems;

Knowledge of quality assurance, utilization review processes and quality improvement processes

Considerable knowledge of general clinical mental health, mental retardation and substance abuse terminology;

Excellent oral and written communication skills;

Ability to interpret complex laws, rules, and regulations in order to formulate operating policies and procedures;

Ability to implement training programs;

Ability to work with executive, management, quality assurance, clinical, and administrative personnel.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to graduation from an accredited four-year college or university with a degree in medical records administration, business administration, health information management, or a related field; plus three years of progressively responsible experience in a medical records system to include administrative experience.

CERTIFICATES AND LICENSES REQUIRED:

Certification by the American Health Information Management Association (AHIMA) as Registered Health Information Technician (RHIT) required; certification as Registered Health Information Administrator (RHIA) preferred.

REVISED: December 28, 2006
ESTABLISHED: October 14, 1991