

GENERAL DESCRIPTION OF CLASS

The MEDICAL RECORDS CONSULTANT provides consultation, educational, and technical assistance services to local health departments and program managers in the design, modification, and maintenance of unified medical records systems, confidentiality, and quality assurance.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1.Consultation.** Typical tasks: assesses existing medical record systems in a variety of settings (hospitals, nursing homes, home health agencies, public health departments, clinics programs); defines specific record needs to be met; advises and assists staffs in writing records manuals which include: staff responsibilities and organization, policies, procedures, information flowcharts, medicolegal requirements, records review, retrieval, protection, and retention; advises on medicolegality of documentation; provides consultation on documentation requirements; completes required reports, including recommendations and necessary follow-up; assists in the development of quality assurance programs.
- 2.Technical Assistance.** Typical tasks: provides guidance and direction in the design and implementation of manual and automated health records systems; develops and presents training and in-service to facilities, agencies, organizations, and State staff; acts as liaison with State and other professionals in the health record management field; searches literature, including Oregon Revised Statutes to answer questions related to record keeping and management; designs and updates guidelines for record confidentiality.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular phone, written, and in-person contact with local health agencies, State program managers, and other health agencies to offer advice and solve problems regarding medical records practice and systems, patient confidentiality, and quality assurance.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative superior. The employee is responsible to develop and carry out activities specific to records management, confidentiality and quality assurance. Much of the work is self-initiated and of an independent nature. Work is reviewed for accuracy and conformance with program policies, rules, and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of principles, theories, and accepted professional practices in the field of health records.

General knowledge of alternative health records systems including Problem-Oriented Medical Records.

General knowledge of current Federal regulations and State rules as they apply to the health care delivery system and specific requirements for health records.

General knowledge of quality assurance principles.

Basic knowledge of planning, designing and implementation of health information and automated health information systems.

Basic knowledge of the principles of management, supervision, and consultation.

Skill in speaking before groups to provide information and explain procedures.

Ability to apply principles, theories, and standards of medical record keeping in a variety of settings.

Ability to assess and evaluate effectiveness of medical record systems.

Ability to plan, interpret, and develop policies, procedures, and standards.

Ability to establish and maintain good working relationships with the public facility and/or agency staffs and other health professionals.

Ability to communicate effectively, orally and in writing, on technical subject matter to diverse audiences.

Ability to work independently, plan, and organize own work.

Ability to design tools and forms to improve recordkeeping efficiency.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 7/89

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.