

**USF Job Class Description**

JOB CODE: 5678
JOB TITLE: Medical Records Manager
PAY PLAN: A&P
CAREER BAND: E
FLSA: Exempt
CBU :29
Effective : 04/20/2007

Job Title: Medical Records Manager

Job Summary

A Medical Records Manager is responsible for managing the activities of a medical records unit, including supervising staff assigned to the unit.

Nature of Work

This position typically reports to a Director, Associate Director, Assistant Director or other appropriate administrator in a medical clinic, student health services department, or other medical facility with a large medical records unit. A Medical Records Manager is responsible for ensuring that the unit meets the required standards to be a successful medical records operation for an ambulatory care facility. This position meets the Executive exemption under FLSA since the primary duty is managing a customarily recognized department and customarily and regularly directing the work of at least two full time employees. Assignments are made in terms of broad goals and objectives and the incumbent must apply considerable decision-making and independent judgment in daily activities.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Manages and coordinates a system for safeguarding and updating active and inactive patient medical records.
- Recommends and implements operating policies and procedures.
- Monitors the accurateness of patient records and documentation of patient visits.
- Serves as an advisor on medical records policies and consultant to medical staff.
- Maintains a referral tracking system to insure proper follow-up of patient care referred for outside consultations and imaging services.
- Trains and supervises medical records personnel in the daily operations of the medical records department. Orients new staff to the relationship and interaction of medical records unit with other units of department.
- Evaluates performance, implements corrective action on areas needing improvement or re-training. Recommends actions involving pay and employment.
- Participates on applicable committees and recommends policy changes as necessary.
- Oversees the processing of subpoenas and depositions consistent with legal regulations.

- Determines need for equipment and supplies.

Minimum Qualification Requirements

This position requires a high school diploma or equivalent and five years of progressively responsible relevant experience. College coursework or vocational/technical training in nursing or another health-related field may substitute on a year-for-year basis for the required experience.

Or Certification as an Accredited Record Technician by the American Record Association and two years of progressively responsible relevant experience.

Or Certification as a Registered Record Administrator by the American Medical Record Association and one year of responsible relevant experience.