

# **MEDICAL RECORDS TECHNICIAN**

## **GENERAL**

This is technical work involving supervisory and administrative duties. Under the direction of the Health Records Administrator, the incumbent maintains specialized Health Records functions and services. Responsibilities also include the day-to-day operations and supervision of staff of the central Health Records and Admitting Section.

## **TYPICAL DUTIES**

Coordinates and maintains patient movement reports and registers.

Ensures the accurate coding and indexing of diseases and therapies.

Performs quantitative analysis on patient records to ensure completeness and accuracy.

Responsible for general supervision of staff in the absence of the department head.

Provides an orientation and education program to new staff.

Assists the department head in organizing medical record information.

Prepares regular (daily, weekly, monthly, annual) and special statistical reports.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge of health records functions.

Ability to supervise and train staff in the Health Records functions and systems.

Ability to maintain harmonious working relationships with supervisors and staff.

### **Education, Training and Experience**

Graduation from an accredited health records technical program; registration at the Associate level with the Canadian College of Health Record Administrators; or an equivalent combination of training and experience.

Several years experience as a clerk or clerk-typist in Health Records, including some at the supervisory level.

### **Physical Standards**

Must be physically capable of performing the duties assigned.