

**Job Title:** Director of Medical Records  
**Department:** Medical Records  
**Reports To:** Business Office Manager  
**FLSA Status:** Exempt  
**Approved By:** Chief Executive Officer  
**Approved Date:** June 2004

**GOALS FOR POSITION:** Eliminate backlog of incomplete medical records. Complete quarterly reports.

**SUMMARY:** Responsible for organization and supervision of the Medical Records Department; acts as a consultant to medical staff and clinical staff in meeting accreditation standards. Is a resource for legal aspects of documentation and consent. Is responsible for maintaining confidentiality and integrity of medical records.

**FUNCTIONS & RESPONSIBILITIES:**

1. Represents K'ima:w Medical Center as Custodian of Medical Records.
2. Maintains security for all medical records.
3. Plans, organizes and supervises a program for the maintenance of medical records.
4. Responsible for oversight of Health Insurance Portability and Privacy Act (HIPPA) compliance within the Medical Records department.
5. Assists in the revision and/or generation of KMC forms to be kept as a part of the permanent medical record.
6. Reviews the medical record to assure integrity, completeness, and compliance with KMC bylaws and legal requirements.
7. Selects, trains, evaluates and supervises personnel of the Medical Records department.
8. Coordinates and reports on all QA/QI activity in Medical Records and Transcription.
9. Assists in fulfilling monthly and annual reporting requirements.
10. Assists the Medical Staff and its committees as needed.
11. Prepares fiscal budgets for the Medical Records department.
12. Performs related tasks as required.
13. Must submit written monthly reports no later than 14 days after the end of the month.
14. Must submit written goals and objectives long term and short term for each fiscal year to correspond to the annual budget preparation no later than May 1 of each year. Goals and Objectives should be consistent with Organization wide goals and objective; GPRA, State Review, HIPPA, the Indian Health Service RPMS survey, and JCAHO survey preparation and compliance.
15. Must submit written budget and capital budget for each fiscal year by May 1. Must submit these including narratives for each line item.
16. Must submit an updated Scope of Service each year by June 1.
17. Must submit an updated Performance Improvement Plan for each year by October 1.
18. Must participate in appropriate committees; Performance Improvement, Managers Meetings, and Staff Meetings.
19. At the end of each calendar year must submit an annual report no later than January 30.
20. Must provide self audits of Department work with documentation of deficiencies and corrections.

21. Must provide customer satisfaction surveys if applicable.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises employees in the Medical Records Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommendations on hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Must complete employee evaluations and job descriptions updates by January 30 of each year. This to include competency requirements and training plans. Submit to the Executive Secretary.
- Must provide Department Specific Orientation to all new staff during the first day of work. Orientation must address all aspects of Environment of Care. A signature sheet for documentation shall be completed.
- Must be responsible to make certain all staff are in compliance with CPR requirement, TB testing and immunization and any required certification.
- Must provide monthly staff meetings for Department specific staff. Appropriate minutes of meetings must be kept.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BASIC REQUIRED ABILITY:**

**PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS:** Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

**QUALITY IMPROVEMENT RESPONSIBILITIES:** Responsible for helping to prepare, achieve, and maintain high quality healthcare. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

**COOPERATION:** Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

**PROFESSIONALISM:** Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

**INITIATIVE:** Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

**JOB SPECIFIC SKILLS & ABILITIES:**

- Knowledge of functions and requirements of Medical Records.
- Familiarity with legal aspects of the medical record.
- Knowledge of requirements of accrediting agencies and government regulations affecting Medical Records.
- Knowledge of ICD-9 CM, CPT-4, and DRG coding practices and reimbursement requirements.
- Ability to supervise others and establish cooperation with all KMC department and medical staff.

**EDUCATION and/or EXPERIENCE:**

Registered Record Administrator (RRA) or Accredited Record Technician (ART) from a two year college or technical school; and three (3) to five (5) years related experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Current CPR.
- Registered Record Administrator Credentials or Accredited Record Technician Credentials.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to communicate effectively both orally and written.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CONFIDENTIALITY:** Employee must be aware of and adhere to K'ima:w Medical Center Confidentiality Policy and deal appropriately with patient confidentiality at all times.

**DRUG FREE WORKPLACE:** Employee is subject to base line and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to blood borne pathogens, airborne formites, infections and other contagious diseases, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

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Employee's Signature

Date

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Chief Executive Officer's Signature

Date

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Human Resource Director

**ANNUAL TRAINING REQUIREMENTS:** At a minimum Employee is required to be certified for 1) Health Stream courses and 2) CPR every two years.