JOB DESCRIPTION

Title: Medical Records Supervisor

Job Summary: Under the direction of the Business Management Associate, the Medical Records Supervisor is responsible for maintaining the security, confidentiality, completeness, and accuracy of the medical records of National Health Services, Inc., in accordance with policies and procedures and within the guidelines of the American Medical Records Association guidelines.

Job Duties:

(1) Visit every health center at least once a week to assure the Medical Records Department is functioning properly and efficiently. Assist the medical record staff with the day to day work when necessary and substitute for the Medical Record Clerk when needed.

(2) Conduct on-going training and evaluate the performance of the Medical Records clerks.

(3) Conduct random audits of medical charts at each of the six health centers at regular intervals to determine the completeness of the medical record, paying particular attention to the registration form.

(4) Update or modify the job description of the Medical Records clerks when necessary.

(5) Verify that all releases of information take place in accordance with California State law governing such releases.
(6) Purge records in accordance with policies and procedures and in accordance with acceptable retention requirements for the State of California.

(7) Process all subpoenas or provide close supervision to the clerk doing so.

(8) Function as the Custodian of Records for NHSI.

(9) Actively participate in the yearly review/revision of the medical records protocols as needed.

(10) Suggest revisions to existing forms or develop new forms if the need arises.

(11) Participates in the Safety Management Committee.

(12) Process the monthly transmittal report from Blue Cross Medi-Cal Managed Care.

(13) Continuously assess for area of improvement and develop plans and evaluation criteria for such.

(14) Other duties as assigned by the Associate Director of Medical Services and/or the Clinical Coordinator.

(15) Promotes and believes in NHSI mission statement “Health for All”.
Ability to relate to the public regardless of ethnic, religious and economic status.

Qualifications, Education, and Experience:

1. An ART/RRA certification is desirable.

2. At least 5-7 years medical records experience in a supervisory capacity may be considered in lieu of the above.

3. Ability to work well with the front office personnel, clinical and provider staff, and the ability to direct the medical records staff.

4. Thorough understanding of medical terminology.

5. Must be a self-starter and be able to function with little or no supervision.

6. Must obtain a valid Driver's License and Proof of insurance, to allow you to transport from clinic to clinic if necessary.

Responsibility To: Business Management Associate
Classification: Full or Part Time Position, Exempt

Approved By:  
Date:  