

**RANGELY DISTRICT HOSPITAL  
JOB DESCRIPTION**

JOT TITLE: MEDICAL RECORDS DIRECTOR

DEPARTMENT: MEDICAL RECORDS

WAGE CATEGORY: EXEMPT

REPORTS TO: CHIEF EXECUTIVE OFFICER

---

**JOB STATEMENT**

Manages all functions of the Medical Records Department. Act as DRG Coordinator, Medical Staff Secretary, and Credentialing Coordinator. Chairs the UR/MR Committee.

**JOB DUTIES**

1. Responsible for safekeeping and confidentiality of the medical record.
2. Protects the release of patient information; photocopies records.
3. Assembles and performs a quantitative review of each record.
4. Works with medical staff to keep records current.
5. Codes inpatient, outpatient, and emergency room records following current standards. Also includes responsibility for verifying correct coding of Rangely Family Medicine (RFM) encounters, providing assistance with RFM coding questions. Prepares a periodic compliance report for administration.
6. Operates encoder and grouper software and coordinates software updates.
7. Works with hospital and clinic personnel for timely billing of accounts.
8. Responsible for managing filing space and coordinates record retention and destruction.
9. Maintains master patient index file.
10. Files and retrieves records. Knows location of all records.
11. Transcribes medical dictation of hospital records and x-ray reports, physical therapy and RFM correspondence.

12. Reviews admissions for SI/IS criteria and shares responsibility of DRG coordination with DNS. Issues HCFA letter of non-coverage when indicated.
13. Maintains hospital wide statistics and reports monthly to CEO.
14. Acts as Colorado Hospital Association Discharge Data Coordinator.
15. Performs departmental and medical staff Quality Assurance reporting.
16. Responsible for departmental budget, ordering supplies, maintenance of office equipment, and software backups.
17. Acts as recording secretary for Medical Staff.
18. Performs credentialing of medical staff.
19. Enhances professional growth and development through participation in educational programs, current literature, inservice meetings and workshops.
20. Maintains department policy and procedure manual.
21. Participates in hospital staff committee meetings as required.
22. Observes hospital's compliance requirements and does not create an issue of fraud and abuse for the hospital.
23. Complies with all established hospital policies and procedures.
24. Projects a positive image of the hospital through dealings with the public, patients, venders, and fellow employees by acting in a professional manner at all times.
25. Performs all other duties as assigned.

### **JOB SPECIFICATIONS**

1. Educational Requirements: Accredited Records Technician (RHIT) credential.
2. Experience: Two years in the medical records field.
3. Required Skills and Knowledge:
  - a. Familiar with medical terminology, anatomy and physiology, disease processes.
  - b. Proficient at medical transcription.
  - c. Proficient at medical coding.

- d. Proficient in use of all general office equipment including computers.
  - e. Good communication skills both written and oral, including command of the English language and proper use of grammar and alphabetizing skills.
  - f. Must be able to take and type minutes of meetings, develop and revise department policies and procedures, and develop forms.
  - g. Ability to work with numbers and have knowledge of budgeting procedures.
  - h. Maintains patient confidentiality and controls the release of information.
4. Physical Demands: Standing, stooping, walking, bending 50%; sitting 50% of time. Manual dexterity required. Requires ability to lift 7 – 10 lbs. over head. Must have extensive, or considerable data entry and/or keyboarding.
5. Working Conditions: Works in clean, well-lighted, well-ventilated basement area with no outside windows.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*