

Specification for Class of

ACCREDITED HEALTH RECORD TECHNICIAN

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Prepares, analyzes, and maintains health records in a health facility or state institution.

Distinguishing Characteristics: This is the fully qualified independent level and is assigned to a health facility, a state hospital, or a state institution having a medical program.

Typical Work

Reviews patients' records for completeness and accuracy according to established standards; maintains consistency and accessibility of records;

Codes diseases, operations and special treatments according to recognized classification system;

Indexes diseases, operations and other special study material;

Assists medical staff in research involving health records;

Selects and tabulates information from patients' records for specific purposes of hospital, clinic, or community;

Abstracts patient care data and prepares periodic narrative and statistical reports;

Controls and catalogs health records; assures security and confidentiality;

Answers requests from authorized personnel for information recorded in patients' records in accordance with prescribed policies;

Represents hospital or clinic in court regarding health records;

Reviews information in health records with patients;

Assigns work and provides technical guidance and training on confidentiality and health record issues to subordinate clerical

staff; or students in Accredited Record Technician internship programs;

Represents agency through presentations to students in accredited Record Technician programs at local colleges;

Assists in utilization, risk management and quality assurance reviews;

Performs other work as required.

Knowledge and Abilities

Knowledge of: general health record procedures and techniques; laws concerning health records and information; office management and procedures; medico-legal terminology; medical library procedures and practices and computer software programs.

Ability to: work cooperatively with professional and nonprofessional staff; draw conclusions from data; plan and direct work of others; train technical and clerical staff.

Minimum Qualifications

Certification by the American Health Information Management Association as an Accredited Record Technician (A.R.T.).

OR

Completion of an accredited Health Record Technician course, and eligibility for certification by the American Health Information Management Association as an Accredited Record Technician (A.R.T.).

Note: Certification as an A.R.T. must be obtained within the six (6) months probationary period as a condition of continued employment. Additionally, A.R.T.s must maintain accreditation.

New class: Effective 3-15-73

Revised definition, add distinguishing characteristics, general revision: 5-12-78

Revised minimum qualifications: 3-12-82

Revised definition, distinguishing characteristics and minimum qualifications, title change: 6-12-97