



# Medical Records Supervisor

**Job Code:** MRSUP - 116  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$20.31 - \$33.23 Hourly  
\$1,624.80 - \$2,658.40 Biweekly  
\$42,255.00 - \$69,124.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to develop and coordinate systems for managing records; creating and maintaining privacy policies and procedures in accordance with applicable laws, agency and best practice standards; supervising centralized medical record operations; overseeing outsourced medical records contract services; serving as the agency's medical records custodian.

This class works under general supervision, independently developing work methods and sequences.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops and ensures processes are executed on medical records, reports on schedules and closures, scanning into the Electronic Health
- Record (EHR), disclosures, record archiving and shredding, and audits.
- Manages record request for the Document Management Center. .
- Manages the record destruction operation and ensures the agency is up to date with the federal and state retention schedules.
- Provides center wide trainings on HIPAA and 42 CFR Part 2 compliance, and other records functions.
- Develops and updates policies and procedures for medical records.

- Maintains compliance with all Joint Commission training requirements relevant to job duties, including but not limited to those dealing with use of restraints and physical holding of individuals receiving services.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires an Associate's Degree supplemented by two (2) years of progressively responsible experience in medical records data entry, records management, inventory control or relate field; or equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Requires HIPAA Certification.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.