Job Class Profile: **Medical Records Technician IA**

Pay Level: **CG-27**   **Point Band:**   **534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	3	4	3	3	4	1	3	
Points	187	50	19	19	90	65	83	21	32	566

JOB SUMMARY

The Medical Records Technician IA is responsible for the accurate allocation of diagnostic and intervention codes and the collection of patient and hospital specific demographics on a patient's current episode of care.

Key and Periodic Activities

— Assembles, analyzes, codes and abstracts patient data for both inpatient and surgical day care.
— Performs correction of data in response to error reports from Canadian Institute of Health Information and resubmitting corrected data in a timely manner.
— Performs correction of data in responses to error reports from the Newfoundland & Labrador Centre for Health Information and resubmits corrected data in a timely manner.
— Provides, when requested, personal health information in accordance with provincial legislation and internal policies and procedures respecting the release of information.
— Performs routine data quality audits and checks against each abstract to ensure quality and integrity.
— Ensures the completion of incomplete health records.
— Reviews and clarifies inconsistent, ambiguous or non-specific documentation in the health record by consulting with the responsible medical care provider.
— Informs and assists physicians in the completion of deficient records.
— Assists with administrative tasks if required.
— Prepares monthly statistical reports.

SKILL

Knowledge

General and Specific Knowledge:
— Knowledge of current coding and abstracting procedures from the Canadian Institute of Health Information and the Newfoundland & Labrador Centre for Health Information.
— Understanding of body systems, diseases, etc.

Formal Education and/or Certification(s):
— Minimum: Completion of a two year specialized post secondary Certification in Health

Information Management.

Years of Experience:

— Minimum: 1-2 years of related work experience.

Competencies:

— Ability to utilize various information technology applications.

Interpersonal Skills

— Interpersonal skills used include listening to information from others and asking the appropriate questions to gather information.
— The most significant contacts include: co-workers while coding and abstracting; the manager for direction and/or Director for the high risk tasks; and Physicians may also be contacted to assist in coding diagnosis.

EFFORT

Physical Effort

— The demands of the position occasionally result in fatigue, requiring periods of rest.
— Sitting for long periods of time at the computer requires a break to stretch.
— Required to lift bundles of files that regularly weigh 10 to 25lbs. and occasionally up to 50 lbs.
— Constantly required to sit at a computer with some ability to move about and regular requirements to stand and walk.
— Requires fine finger or precision work when using the computer.

Concentration

— **Visual** concentration is constantly required while entering and reading data to ensure accuracy. Information maintained is often scanned and depending on the quality, may require increased concentration.
— **Auditory** concentration is regularly required to gather information, transcribe from dictated material and while replaying reports.
— Constant requirement for **fine finger precision** work and **eye/hand coordination** while entering data.
— Work has standard **deadlines** and quotas for coding and abstracting.

Complexity

— Tasks are typically repetitive/well defined with some being different but related.
— The most typical challenge surrounds the coding process which can be complex and requires in-depth knowledge.
— On a less frequent basis, tasks are different but related and there are a limited number of guidelines to assist.
— There are Policy and Procedure Manuals as well as coding standards available to assist with typical challenges.

RESPONSIBILITY

Accountability and Decision-Making
— Work tasks and activities are generally prescribed and controlled.
— Without formal approval, may order routine supplies up to value of $200, but would require approval for items beyond this amount.
— Also requires approval for additional staff when operational needs are presented.
— Can exercise discretion when dealing with information requests and ensuring appropriate approvals are obtained before release.

Impact
— Work impacts generally affect the immediate work area, within the Department, outside the organization and on the general public.
— Work activities impact operational statistics as well as utilization and allocation of financial and human resources.
— Work tasks are somewhat controlled in that if an error is made while coding and abstracting the checks and balances would return the abstract for correction.
— Errors could skew statistical reports and impact the decision making process.

Development and Leadership of Others
— Does not provide direct supervision of staff, but is expected to provide on-the-job advice/guidance, feedback, orientation and training.

WORKING CONDITIONS

Environmental Working Conditions
— Does not require any special precautions or safety equipment.
— There is a limited likelihood of minor cuts, bruises, abrasions or minor illnesses if normal precautions are followed.
— Working in an office environment there is regular exposure to unusual/distracting noise, glare, dust and lack of privacy.