

DACUM Competency Profile for Medical Records Assistant

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Medical Records Assistant is a member of the health care team who participates in the maintenance and provision of health information to customers/clients contributing to continuity and quality of care.

Duties		Tasks			
A	Process Medical Records	A-1 Validate medical record number	A-2 Complete medical record discharge procedure	A-3 Assemble medical records	A-4 Analyze medical records for completeness
		A-5 Implement medical staff suspension procedure for delinquent records			
B	Maintain retrieval and storage systems	B-1 Retrieve records for requesters	B-2 Deliver records to requesters	B-3 Pull records for clinic appointments	B-4 Maintain chart tracking systems
		B-5 Retrieve records from archives	B-6 Identify inactive records	B-7 Maintain inactive storage log	B-8 Prepare records for optical imaging
		B-9 Identify records for destruction	B-10 Destroy records pursuant to retention policy		
C	File Health Information	C-1 Process medical reports	C-2 Distribute medical reports	C-3 File reports in medical chart	C-4 File loose reports
		C-5 File medical records			
D	Coordinate Release Of Information	D-1 Evaluate information requests	D-2 Maintain "release of information" log	D-3 Comply with release of information policy (e.g., HIV, MH, SA, HIV, Mental Health Substance Abuse)	D-4 Respond to patient requests
		D-5 Respond to attorney request	D-6 Respond to 3rd party payer request	D-7 Respond to health care provider request	D-8 Respond to subpoena duces tecum
		D-9 Respond to patient access request	D-10 Prepare billing statement for production of records		
E	Manage Healthcare Database Information	E-1 Enter data into health care databases	E-2 Retrieve data from health care databases	E-3 Abstract data from medical records	E-4 Coordinate physician order entry (long term care)
		E-5 Maintain adequate computer hard drive space	E-6 Back up computer system		

F

Process Birth Certificate

F-1 Gather necessary birth information	F-2 Interview parents for birth information	F-3 Complete birth certificate	F-4 Process paternity opportunity program form
F-5 Maintain birth register	F-6 Complete fetal death certificate		

G

Maintain Organizational Responsibilities

G-1 Participate in institutionally required training	G-2 Participate in workshops and inservice training	G-3 Participate in performance improvement activities	G-4 Order department supplies
G-5 Design new forms for long term care			

EQUIPMENT, SUPPLIES AND MATERIALS

- Bar code reader
- Carts
- Chart jackets
- Computer
- Copier
- Fax machine
- File cabinets
- Flags (for deficiencies)
- Hole puncher
- Label printer
- Labels
- Micro fiche reader
- Office supplies (e.g. pens, pencils, sharpener, etc.)
- Postal scale
- Printer
- Record storage files
- Shredder
- Stamps/stamp holder
- Staples
- Step stool
- T.D./Alpha/Numeric sorter
- Telephones
- Typewriter

FUTURE TRENDS AND CONCERNS

- Coding of Dx and Procedures
- Computer based records
- Confidentiality legislation
- Different roles in LTC and OP
- Different settings (e.g. LTC and OP)
- Emerging roles in health care
- HIPAA Health Insurance Portability and Accountability Act.
- Information technology
- Legal requirements
- Reimbursement patterns

KNOWLEDGE AND SKILLS

- 10 key pad
- Alphabetic filing
- Body mechanics
- Case of references
- Communication skills (verbal and written)
- Computer data entry
- Copier
- Customer service
- Fax machine
- Health information comp applications
- Interpersonal skills
- JCAHO STDS
- Keyboarding
- MCOP/Medicare conditions of participation
- medical terminology

- Numerical filing
- Prioritize
- Problem solving
- Read medical information
- Terminal digit filing
- Title 22 OREGS
- Windows proficient

WORKERS CHARACTERISTICS

- Assertive
- Common sense
- Considerate
- Cooperative
- Cost conscious
- Dependable
- Detail oriented
- Efficient
- Ethics
- Flexible/adaptable
- Good listener
- Honest
- Motivated
- Multi-skilled
- Organized
- Professional
- Quick learner
- Respectful
- Responsible
- Self-disciplined
- Take initiative
- Team player
- Tolerant

