Job Class Profile: Medical Records Technician IA

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

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**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 25 lbs. 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.