

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Medical Records Document Specialist

SERIES NO.:
1241

MAJOR AGENCIES:
Medical Board Only

EFFECTIVE DATE:
09/12/1999

SERIES PURPOSE:

The purpose of the medical records document specialist occupation is to operate computer equipment &/or copier machine to accurately reproduce, verify & certify, from & in various media, confidential patient, hospital & investigatory records for use in hearings & investigations.

CLASS TITLE:

Medical Records Document Specialist

CLASS NUMBER:

12411

EFFECTIVE DATE:

09/12/1999

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of agency regulations, policies & procedures, office practices & procedures & operation of computer equipment (e.g., cd-rom burner; scanner; computer using Microsoft office) in order to prepare files &/or records (i.e., to include confidential patient, hospital &/or investigatory records) from various types of media (e.g., diskettes; pictures; prescription pads; billings; ledger sheets; ½ pages) & operates computer equipment (e.g., cd-rom burner, scanner, personal computer) &/or copier machine to accurately reproduce, verify & certify confidential patient, hospital & investigatory records for use in hearings & investigations.

CLASS TITLE: Medical Records Document Specialist	CLASS NUMBER: 12411	BARGAINING UNIT: 09
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EFFECTIVE DATE:
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JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares files &/or records (i.e., to include confidential patient, hospital &/or investigatory records) from various types of media (e.g., diskettes; pictures; prescription pads; billings; ledger sheets; ½ pages) & operates computer equipment (e.g., cd-rom burner, scanner, personal computer) &/or copier machine to accurately reproduce, verify & certify confidential patient, hospital & investigatory records for use in hearings & investigations, scans originals, copies, certified copies, subpoenaed information &/or evidence relating to complaints & reproduces hard copy files &/or records in digital form, prepares files &/or records for storage, stores files &/or records & reproduces when needed, verifies & certifies scanned copies (i.e., ensures scanned copies are complete duplicates of original master records) & takes certified information & moves to cd-rom disk or to secured location on local area network (i.e., LAN).

Prepares &/or reproduces hard copy files &/or records (i.e., to include confidential patient, hospital &/or investigatory records) & copies original hard copy or makes hard copies digital files; maintains & stores originals, copies, certified copies, subpoenaed information &/or evidence relating to complaints in secured area; maintains location tracking & reproduction status of files & records; tracks uncopied files or records removed from records area; tracks records returned to records area by enforcement staff; prioritizes projects/assignments; ensures quality of documents scanned or reproduced to be used in investigations & hearings; processes assignments in timely manner when public safety is at risk & related information must be processed quickly; makes recommendations to improve working environment, work flow & quality.

Produces files &/or records downloaded from digital form (i.e., moves information from cd-rom disk or secured location on LAN to copier for hard copy reproduction); scans large projects as assigned; orders paper & supplies; performs minor maintenance repairs on copiers at main office; makes maintenance calls as needed; acts as back-up maintenance & supply order contact for copiers located at other sites; operates personal computer to edit, enter &/or to verify data; operates computer equipment to create cd-rom disks.

Processes documents produced by medical board staff during peak work periods; serves as clerical backup during absences.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency regulations, policies & procedures*; Ohio Revised Codes applicable to Medical Board (e.g., 4731.22 (C)(5); 2317.02)*; office practices & procedures. Skill in operation of computer equipment (e.g., cd-rom burner; scanner; computer using Microsoft office); copier*. Ability to deal with problems involving several variables within familiar context; work within deadlines; stand, sit or bend continuously; move fingers easily to perform manual functions repeatedly; understand mechanical procedures; add, subtract, multiply & divide whole numbers; lift up to 50 lbs.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. exp. or 6 mos. trg. in operation of computer equipment (e.g., cd-rom burner; scanner; computer using Microsoft office; local area network).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Must maintain confidentially pursuant to Ohio Revised Code 4731.22(C)(5); required to sit or stand for long periods of time; required to lift copy paper & boxes of records weighing up to 50 lbs; exposed to equipment (e.g., copier; scanner) noise.