



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: October 30, 2015

Re: **Notice of Proposed Classification Actions –Final Notice No. 18 FY 15/16 (copy attached).**

Pursuant to completion of discussion with SEIU 1021 regarding this classification action, the classification action contained in the above referenced notice became effective October 30, 2015.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 18
Fiscal Year: 2015/2016
Posted Date: 08/17/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	2112	Medical Records Technician
2	2114	Medical Records Tech Supervisor

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: MEDICAL RECORD TECHNICIAN
Job Code: 2112**

INTRODUCTION

Under general supervision, assists in analyzing, coding and compiling all medical records on patients treated at City and County medical facilities; may assist the medical staff in the selection of cases for specific research projects; supervises clerical staff assigned to the Medical Records Department; and performs related duties as required.

DISTINGUISHING FEATURES

The class of Medical Record Technician is characterized chiefly by the requirement for possession of a certificate as a Registered Health Information Technician (RHIT). Positions in this class are responsible for the performance of technical duties in the processing of medical records and for the supervision of Medical Record Clerks. Supervision is received from Medical Record Technician Supervisors who possess registration as a Registered Health Information Administrator (RHIA).

SUPERVISION EXERCISED

Medical Records Clerks and other clerical personnel

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Process medical records of patients by assembling, analyzing, coding and checking for compliance with established policy on nomenclature and procedures; files charts and assists in the revision of files.
2. Assists in the training and supervision of assigned clerical personnel.
3. Abstracts information from medical records for statistical indexing and for the preparation of summary reports to official agencies requesting medical information on patients.
4. Maintains statistical records on special studies; prepares narrative, statistical and graphic reports for hospital use or for official agencies.
5. Consults with doctors, nurses and other personnel in order to issue complete, up-to-date and accurate medical records.
6. Assists medical staff in compiling data for research projects.
7. When required, prepares hospital records to be taken to court and assumes responsibility for the return of such records to their proper place.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: The International Classification of Diseases and Operations used in medical record administration for coding and classifying diseases and their complications; the use of data gathering techniques as pertains to abstracting and report writing; principles of supervision, including clerical training.

Ability and Skill to: Recognize and follow-up inconsistencies in medical records; gather and

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: MEDICAL RECORD TECHNICIAN
Job Code: 2112**

arrange data in a logical sequence to be used in narrative, statistical and graphic reports; keyboarding ability of 40 net words per minute on a computer; establish and maintain cooperative working relationships with the general public and departmental personnel.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

One (1) year of experience, within the last five (5) years, performing one of the following duties: abstraction of medical information, coding, or release of medical information;

License and Certification:

Possession of a valid Registered Health Information Technician (RHIT) certification

Substitution:

Possession of a valid Registered Health Information Administrator (RHIA) certification may substitute for the required experience and the RHIT certification.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

2114 Medical Record Technician Supervisor

ORIGINATION DATE: 2/18/75

AMENDED DATE: 10/30/15

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Medical Records Technician Supervisor
Job Code: 2114**

INTRODUCTION

Under general direction, analyzes, codes and compiles all medical records on patients treated at a City and County medical facility; assists the medical staff in the selection of cases for specific research projects; supervises assigned technical and clerical assistants; and performs related duties as required.

DISTINGUISHING FEATURES

The class of Medical Records Technician Supervisor is characterized by responsibility for performing the most difficult medical record work and for supervising the performance of more routine tasks carried out by Medical Records Technicians.

SUPERVISION EXERCISED

Supervises Medical Records Clerks, Medical Records Technicians, and/or clerical personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Processes medical records of patients by assembling, analyzing, coding and checking for compliance with established policy on nomenclature and procedures; files, charts and assists in the revision of files.
2. Assists in the training and supervision of assigned clerical and technical personnel.
3. Consults with doctors, nurses and other personnel in order to ensure complete, up-to-date and accurate medical records.
4. Abstracts information from medical records for statistical indexing and for the preparation of summary reports to official agencies requesting medical information on patients.
5. Maintains statistical records on special studies; prepares narrative, statistical and graphic reports for hospital use or for official agencies.
6. Assists medical staff in compiling data for research projects.
7. When required, takes hospital records to court, attests to their authenticity and accuracy and assumes responsibility for the return of such records.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: chart analysis and data abstraction; coding procedures; clerical procedures; medical and pharmaceutical terminology; legal provisions governing medical record practices; and problem-solving process.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Medical Records Technician Supervisor
Job Code: 2114**

Ability and Skill to: recognize and follow up on inconsistencies in medical records; analyze data, draw logical conclusions and submit reports; prepare clear, concise, narrative, statistical and graphic reports; supervise; communicate effectively orally and in writing; establish and maintain cooperative working relationships with the general public and departmental personnel; and operate a computer.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Two (2) years of experience equivalent to the level of City and County of San Francisco class 2112 Medical Records Technician, within the last five (5) years; **AND**

License and Certification:

Possession of a valid Registered Health Information Technician (RHIT) Certification.

Substitution:

Possession of a valid Registered Health Information Administrator (RHIA) Certification may substitute for one (1) year of the required experience and the RHIT certification.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2116 Assistant Director, Medical Records

From: 2112 Medical Record Technician

Original Entrance Examination

ORIGINATION DATE: 2/18/1975

AMENDED DATE: 10/30/2015

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN