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: 43
Fiscal Year: 2015/2016
Posted Date: 10/30/2015
Reposted Date: N/A

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2110</td>
<td>Medical Records Clerk</td>
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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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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
Title: MEDICAL RECORD CLERK
Job Code: 2110

INTRODUCTION
Under general supervision, abstracts medical raw data for statistical purposes and research; assists in the maintenance of medical records; and performs related duties as required.

DISTINGUISHING FEATURES
Positions in this class perform the most routine clerical tasks connected with the processing of medical records. Supervision is received from accredited Medical Record Technicians.

SUPERVISION EXERCISED

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. Analyzes medical charts for completeness and codes diseases and operations for abstracts; abstracts medical record information for the Electronic Health Record EDP input which is necessary for the production of medical statistical reports and for medical research purposes.

2. Ensures complete and accurate medical records by following up on inconsistencies and omissions with the appropriate personnel.

3. When assigned, operates the Tumor Registry Section of the Medical Record Department.

4. When assigned, prepares medical abstracts from patients' charts in response to inquiries from private physicians, hospitals, clinics, insurance companies, attorneys and other private and public medical agencies indicating results of laboratory tests, special tests, X-ray films, operations performed, diagnoses, pathological findings, and other pertinent information.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES
Requires good knowledge of: Medical terminology and basic medical procedures and practices; modern office methods and procedures.

Requires ability and skill to: Understand and follow complex oral and written instructions; maintain complex medical records and prepare reports from such records; establish and maintain effective working relationships with physicians, other employees, patients and the general public.

Requires sufficient skill in typing to timely complete work 45 net words per minute.

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)
Title: MEDICAL RECORD CLERK
Job Code: 2110

may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:
Requires completion of high school, supplemented by three years of medical clerical experience involving typing and other duties providing basic understanding of medical terminology and procedures; or an equivalent combination of training and 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 or working in any healthcare setting dealing with medical records; OR

License and Certification:

Substitution:

One (1) year of clerical experience AND completion of a comparable Community College course indicated below from a Health Information Technology Program approved by the American Health Information Management Association (AHIMA): Introduction to Health Information Technology, Organization of Health Data, Medical Terminology and Legal Aspects of Health Records, may be substituted for the required experience; OR

Possession of a valid Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification may be substituted for the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

2112 Medical Record Technician (accreditation as an Accredited Record Technician required)

ORIGINATION DATE: 2/18/75

AMENDED DATE: 7/15/2015 11/XX/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.
Title: MEDICAL RECORD CLERK
Job Code: 2110

BUSINESS UNIT(S): COMMN