

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION  
HUMAN RESOURCES  
POSITION DESCRIPTION**

Issued	Reissued
Unavailable	6/1/94
Revision	
10/15/84	
Title Code	

Position Title

**SUPERVISING MEDICAL RECORD SPECIALIST**

**508370**

**Purpose of Position:**

Under direction, supervises, directs and coordinates several programmatic aspects of a medical records department in a municipal hospital or ambulatory care center; performs related work.

**Major Duties:**

1. Supervises associate medical record specialists and other staff.
2. Trains subordinate medical record personnel and other professional administrative staff.
3. Analyzes clinical records for completeness and accuracy with regard to present and potential use.
4. Performs monitoring activities which may include studies and audits for medical research and data quality control.
5. Assigns and reassigns staff as necessary to meet work requirements.
6. Confers with subordinates, oversees and evaluates their work performance.
7. Coordinates the work of several units of the medical record department.
8. May be assigned to instruct various groups of hospital employees about format of medical record documentation requirements.
9. Investigates and resolves problems related to chart retrieval, requests for medical information, incomplete charts and other medical record functions.
10. Assists with preparations for surveys and audits.
11. Analyzes charts to ascertain compliance with federal, state, medical staff, hospital and various regulatory agency requirements.
12. May be assigned to attend various meetings related to medical records matters.
13. Reviews and analyzes periodic reports, statistical abstracts, and other records and summaries.
14. May perform functions, duties and activities of associate medical record specialist in support of the above tasks.

Position Title

Title Code

**SUPERVISING MEDICAL RECORD SPECIALIST****508370**

---

**Knowledge and Skills Required:**

1. Bachelors degree in Medical Record Administration with at least one (1) year experience as medical record specialist/or medical record technician.
2. Completion of a course of study for medical record technicians approved by the American Medical Record Association and two (2) years experience as a senior medical record specialist or medical record technician, one (1) of which must have been in a supervisory capacity; or
3. A certificate issued upon completion of the Correspondence Course for medical record personnel given by the American Medical Record Association plus the experience listed in item #2 above; or
4. High school graduation or evidence of having passed an examination for the high school equivalency diploma or the U.S. Armed Forces G.E.D. certificate with a score of at least 35 on each of the five tests and an overall score of at least 225 in the examination for the certificate and three (3) years experience as a senior medical record specialist or medical record technician, one (1) of which must have been in a supervisory capacity; or
5. A satisfactory equivalent of education and experience.

---

**Direct Line of Promotion:**

From: Associate Medical Record Specialist (508360)

To: None