

EDITED KSA LISTING

CLASS: HEALTH RECORD TECHNICIAN I

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

| # | Knowledge, Skill, Ability |
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|---|---------------------------|

| | Knowledge of: |
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| K1 | Knowledge of basic medical terminology, human anatomy and physiology in order to accurately review medical records for completeness. |
| K2 | Basic knowledge of health records systems and methodology (e.g., chart assembly, analysis, terminal digit filing, statistical reporting, etc.) used by health facilities in order to convert medical data from medical records, census reports, audits, treatments etc. for statistical reporting. |
| K3 | Basic knowledge of classification of morbidity and mortality systems (ICD-9-CM, CPT, DSM IV, etc.) for statistical purposes. |
| K4 | Basic knowledge of diagnostic techniques and modes of therapy in order to interpret detailed medical records for chart completeness and accurate statistical reporting. |
| K5 | Basic knowledge of English grammar, including the meaning and spelling of words, rules of composition, and grammar in order to prepare various written documents (e.g., memoranda, legal correspondence, reports, etc.) |
| K6 | Basic knowledge of laws concerning health record confidentiality in order to protect, control and maintain the integrity of the medical record. |
| K7 | Basic knowledge of administrative/clerical procedures and systems (e.g., basic office equipment, computer software programs, word processing, file management, etc.) in order to effectively function in a Medical Records Department. |
| K8 | Basic knowledge of Department of Corrections policies and procedures in order to properly communicate with inmate/patients, avoid over familiarity and to maintain the safety and security of the institution. |
| K9 | Basic knowledge of arithmetic and statistics in order to ensure accurate medical record data. |
| K10 | Knowledge of the equal employment opportunity program and the processes available to meet equal employment opportunity program objectives and provide a non-hostile work environment. |

| | Skill to: |
|-----------|---|
| S1 | Skill to compile information or data (e.g., categorize, calculate, audit, etc.) in order to maintain accurate and complete medical records. |
| S2 | Basic skill to interpret and apply standard classification systems in order to maintain accurate statistical data. |
| S3 | Skill to communicate effectively in order to exchange and/or provide information, build and/or maintain cooperative relationships. |
| S4 | Skills to operate a computer in order to access, enter, update and retrieve information. |

Bold text-indicates not on Classification Spec.

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| # | Knowledge, Skill, Ability |
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| S5 | Skill to understand and conform to specific basic principles and rules of health data coding in order provide accurate and complete statistical information. |
| S6 | Skill to analyze situations accurately and take effective action in order to maintain operations. |