

EDITED KSA LISTING

CLASS: HEALTH RECORD TECHNICIAN II (SUPERVISOR)

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

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Comprehensive knowledge of human anatomy, physiology, and medical terminology in order to convert medical data from census, audits, treatments etc. for statistical reporting.
K2	Comprehensive 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	Comprehensive knowledge of classification of morbidity and mortality systems (ICD-9-CM, CPT, DSM IV, etc.) for statistical purposes.
K4	Comprehensive knowledge of diagnostic techniques and modes of therapy in order to interpret detailed medical records for chart completeness and accurate statistical reporting.
K5	Comprehensive 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	Detailed knowledge of laws concerning release of information (e.g., inmate/patient, third party, Attorney General, subpoenas, court orders, etc.) to protect inmate/patient confidentiality.
K8	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.
K9	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.
K10	Basic knowledge of arithmetic and statistics in order to ensure accurate medical record data.
K11	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.
K12	Knowledge of principles of effective supervision to monitor and evaluate all aspects of the Medical Records Department to meet departmental needs.
K13	Working knowledge of bargaining unit contracts in order to properly supervise rank and file employees.
K14	Working knowledge of the State Personnel Board (SPB) laws, rules and regulations in order to select individuals for appointment and evaluate performance.
K15	Working knowledge of training methodologies in order to provide employees with the tools necessary to meet performance standards in the Medical Records Department.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
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	Skill to:
S1	Skill to monitor/assess employee performance in order to make evaluations, recommend improvements or take corrective action.
S2	Skill to compile information or data (e.g., categorize, calculate, audit, etc.) in order to maintain accurate and complete medical records.
S3	Skill to prepare narrative and statistical reports of inmate/patient care data in order to meet the needs of administrative staff.
S4	Comprehensive skill to interpret and apply standard classification systems in order to maintain accurate statistical data.
S5	Skill to communicate effectively in order to exchange and/or provide information, build and/or maintain cooperative relationships.
S6	Skills to operate a computer in order to access, enter, update and retrieve information.
S7	Skill to organize and direct the functions of the Medical Records Department in order to maintain maximum efficiency in the support of the department's goals.
S8	Skill to understand and conform to specific advanced principles and rules of health data coding in order provide accurate and complete statistical information.
S9	Skill to analyze situations accurately and take effective action in order to maintain operations.