

PART I	DEPARTMENT OF PERSONNEL SERVICES	4.151
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Class Specifications  
for the:

MEDICAL RECORD LIBRARIAN SERIES

This series includes all classes of positions the duties of which are to direct, supervise, or perform work requiring professional knowledge and application of the theory and techniques of medical record library science, in the development, analysis, and maintenance of diagnostic and therapeutic records of medical cases for patient care and treatment, administrative, reference, and research purposes.

Basic Nature of the Work:

Medical record librarians are responsible for medical record functions at hospitals or allied medical care facilities subject to departmental policies and regulations. Functions include (1) quantitative and qualitative analysis and technical evaluation of clinical records, (2) development of secondary records, (3) development of statistics, (4) coordination and integration of records, (5) abstracting, (6) reference work for clinical research projects, staff conference, publications, and other purposes, (7) education, information, and training, and (8) direction and supervision of a medical record department.

The records maintained by medical record librarians contain medical and surgical information on each patient, including a history of the illness, physical examination findings, doctors' orders and progress notes, nurses' notes, and reports on x-rays and laboratory findings. These records are used for research, insurance claims, legal actions, evaluation of treatment and medication, and for training medical, nursing, and related personnel. Medical information found in hospital records is also important in planning community health programs.

Guidelines for the performance of the work are provided through professional publications such as Standard Nomenclature of Diseases and Operations, Manual of Hospital Standardization of the American College of Surgeons and medical books and journals.

Variations in duties and responsibilities assigned specific positions occur as a result of the organization, staffing and size of hospitals and the medical records library.

Classification Factors:

Class levels in this series are distinguished by significant differences in complexities and responsibilities in the work assigned. Those differences relate to variations in the following factors:

1. Nature and Variety of Work
2. Nature of Supervision Received by Incumbent
3. Nature of Available Guidelines for Performance of Work
4. Originality Required
5. Purpose and Nature of Person-to-Person Work Relationships
6. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions
7. Nature and Extent of Supervision Exercised Over Work of Other Employees
8. Knowledge and Abilities Required

All of these factors are not discussed at each level. The factors, when readily apparent in the discussion, have been combined at some levels to prevent repetition and for editorial brevity.

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This is an amendment to the Medical Records Librarian series approved on October 8, 1968.

NOTE: The Medical Record Librarian V (4.157) was deleted effective November 7, 2001.

DATE APPROVED: 6/30/75

/s/ Wayne Yamasaki  
DONALD BOTELHO  
Director of Personnel Services

MEDICAL RECORD LIBRARIAN II

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Duties Summary:

Performs a variety of medical record activities, under the general supervision of a higher-level medical record librarian; and performs other related duties as required.

Distinguishing Characteristics:

This class involves the performance of responsible professional work. Assignments involve reviewing and analyzing patient records for internal consistency and to insure that all necessary action has been taken by hospital personnel, in addition to checking for completeness and accuracy of forms and factual data. Initially, apparent inconsistencies, gaps in information, and/or omissions of follow-up are referred to other personnel; as an incumbent becomes more familiar with the hospital and more experienced, he is expected to follow up on such cases personally. However, recurring problems of incomplete information, or indications that the system requires revision are referred to higher-level personnel. Assignments may also involve a variety of other activities such as keeping statistics for the development of medical and administrative data; indexing records; releasing data according to hospital policies; maintaining and filing records according to a prescribed procedure; and assisting in the education and training of medical record department personnel, clerical personnel in other departments and other professional and para-medical personnel in the use and purpose of medical records. Such activities are performed under general supervision.

Examples of Duties:

Reviews and analyzes records for completeness and accuracy of data, forms and authorization according to established standards and guidelines and for internal consistency and completeness of medical data; obtains necessary signatures, and laboratory or x-ray reports, electrocardiograph tracings and interpretations, and necropsy, pathology, and other reports to complete records; codes or verifies coding of diseases, operations, and special therapies according to recognized nomenclature and classification systems; cross-indexes data; searches medical records to prepare abstracts of pertinent information; brings unusual or interesting material to the attention of supervisor; prepares morbidity, birth and death reports; prepares reports on the utilization of hospital beds according to the type of professional services rendered; compiles statistical reports such as analysis of types of surgery performed, types of diseases treated, and types of cases receiving special forms of therapy; answers inquiries regarding information recorded in patients' charts by correspondence or telephone, in accordance with hospital policies concerning divulgence of information and laws of the State with regard to privileged communications; may serve as secretary

on one or more committees in the hospital; and may participate in admission and discharge activities.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of medical record library science; fundamentals of medical science; fundamentals of human anatomy and physiology; medical terminology; pertinent federal medical record requirements and laws affecting medical care activities; general hospital procedures, medical ethics and customs; and the uses and limitations of primary and secondary records, indexes and classification systems.

Ability to: Apply principles and practices of medical record library science; analyze medical data from clinical records; learn State, local and hospital requirements and procedures; compile statistical reports; deal tactfully and effectively with others; and prepare reports.

MEDICAL RECORD LIBRARIAN III

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Duties Summary:

Independently performs the full range of medical record activities, with responsibility for directing a medical record department of a hospital or allied medical care facility; and performs other related duties as required.

Distinguishing Characteristics:

This class involves responsibility for managing a medical record department in a small hospital with relatively limited functions. The work involves performing professional and clerical duties and may involve supervising various clerical and/or technical tasks.

Professional functions include analyzing medical records for internal consistency and to insure that all necessary action has been taken by the hospital and personally following up on any apparent inconsistencies and/or omissions; developing and revising a primary and secondary indexing system; and providing advisory services to the administrative and medical staff on the nature and use of medical records. An incumbent is also responsible for performing and/or supervising other assigned activities such as checking records for completeness and accuracy of data, maintaining all records, indexing records, releasing and/or researching information, compiling statistics and preparing various reports.

The work is performed under general supervision of an administrative supervisor.

The work involves making unreviewed decisions on the consistency and completeness of medical information in the medical record. The recognition of inconsistencies and/or gaps in information which could indicate inadequate procedures and the need for further medical attention can be critical to patient welfare and the legal obligations of the hospital. Recommendations and decisions on the structure of the filing and indexing systems can have a considerable effect on the rapidity with which specific information can be retrieved and on the usefulness of the information for program planning and research services. Judgment is also required in releasing information from the record files to authorized persons.

Person-to-person work relationships involve frequent contacts with the medical staff and other hospital personnel for the purpose of obtaining and explaining information for medical records.

Examples of Duties:

Manages the operation of a small medical record department; provides advisory services to hospital staff on medical record problems or procedures; reviews records for internal consistency and completeness of actions taken and follows up with medical staff when inconsistencies or possible omissions are noted; reviews records for completeness and accuracy of identifying data, other factual information, forms, signatures, etc.; obtains necessary signatures, and laboratory or x-rays reports, electrocardiograph tracings and interpretations, and necropsy, pathology, or other reports to complete records; codes or verifies coding of diseases, operations, and special therapies according to recognized nomenclature and classification systems; cross-indexes data; searches medical records to prepare abstracts of pertinent information; brings unusual or interesting material to the attention of the medical staff; prepares morbidity, birth and death reports; prepares reports on the utilization of hospital beds according to the type of professional services rendered; compiles statistical reports such as analysis of types of surgery performed, types of diseases treated, and types of cases receiving special forms of therapy; answers inquiries regarding information recorded in patients' charts by correspondence or telephone, in accordance with hospital policies concerning divulgence of information and laws of the State with regard to privileged communications; attends staff meetings and may serve as secretary in order to take notes for permanent records; represents the hospital in court cases involving subpoena of clinical records; prepares budget for the medical record department; and may be responsible for supervising the activities relating to the admission and discharge of patients, and the maintenance of a medical reference library.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of medical record library science; fundamentals of medical science; fundamentals of human anatomy and physiology; medical terminology; pertinent federal, State and local medical record reporting requirements and laws affecting medical care activities; hospital procedures, medical ethics and customs; and uses and limitations of primary and secondary records, indexes and classification systems.

Ability to: Direct the operations of a medical record department; apply principles and practices of medical record library science; analyze medical data from clinical records; compile statistical reports; deal tactfully and effectively with others; and prepare reports.

MEDICAL RECORD LIBRARIAN IV

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Duties Summary:

Supervises and participates in the medical record activities of a large hospital or a few small hospitals or allied medical care facilities, with responsibility for directing the operations of medical record department or departments; and performs other related duties as required.

Distinguishing Characteristics:

This class involves responsibility for directing a large medical record operation for one or more hospitals or medical care facilities, and for supervising and participating in the activities of the medical record department. Some tasks include obtaining complete records on individual patients from each member of the professional staff; maintaining a filing system capable of making each record available on a minute's notice; providing medical record advisory services to the hospital staff; releasing information from the record files to authorized persons; analyzing records and preparing them for future use; and compiling statistics which serve hospital directors, public health officials and others.

The work is performed under the general direction of a hospital administrator.

The nature and extent of supervisory controls over the work of others involve general supervision over lower-level medical record librarians and technicians, and clerical personnel by making work assignments, spot-checking completed work and evaluating work performance.

Examples of Duties:

Directs, supervises and participates in the work of a medical record department; provides advisory services to hospital staff on medical record problems or procedures; makes work assignments to employees; selects and trains subordinate personnel; instructs personnel in indexing and filing methods, preparation and arrangement of medical information, medical terminology, and nomenclature and classification of diseases; outlines medical record methods and procedures and instructs subordinate personnel in medical ethics, hospital organization and management, and policies and practices of the hospital; reviews completed assignments for technical accuracy and suggests improved methods for performing tasks; reviews records for completeness and accuracy according to standards established and recommended by the statewide medical record consultant; prepares reports for use by physicians in their research and other work; obtains necessary signatures, and laboratory or x-ray reports, electrocardiograph tracings and interpretations, and necropsy, pathology, or other reports to complete records; codes or verifies coding of diseases, operations, and special therapies according to recognized nomenclature and classification systems; supervises cross-indexing of diseases and operations according to the system adopted by the State; searches medical records to prepare abstracts of pertinent information; brings unusual or interesting material to the attention of the medical staff; prepares periodic and statistical reports such as morbidity, birth and death reports, utilization of hospital beds according to professional services, percent of beds occupied, and out-patient services rendered; compiles statistical reports such as analysis of types of surgery performed, types of diseases treated, and types of cases receiving special forms of therapy; answers inquiries regarding information recorded in patients' charts by correspondence or telephone, in accordance with hospital policies concerning divulgence of information and laws regarding privileged communications; represents the hospital in court cases involving subpoena of clinical records; attends staff meetings and serves as secretary in order to take notes for permanent record; prepares budgets for the medical record department; and may be responsible for admitting and discharging patients from the hospital, and for maintenance of the hospital medical library.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the Medical Record Librarian III level, an incumbent of a position in this class must have knowledge of the principles and practices of supervision, and the ability to direct and supervise the activities of a medical record department.