

MENTAL HEALTH RECORDS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving the assembly, transcription, maintenance and retrieval of mental health clinical medical records for patients. The work is performed under the general supervision of the Business Manager and the administrative supervision of the Director of Community Mental Health with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Transcribes assessments, discharge summaries, consultations, and all psychiatric notes, reports to courts, etc.; Maintains client records within a specialized, integrated computer software system; Maintains hard copy of client chart in accordance with mental hygiene law and internal departmental policies and procedures; Reviews records to insure completeness, compliance with procedural requirements, use of accepted nomenclature and internal consistency; May prepare records for court in response to subpoenas; May requisition supplies and equipment for the department; Operates a variety of office machinery.

FULL, PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the design and operation of clinical records retention and retrieval systems; Good knowledge of psychiatric terminology and psychotropic medications; Good knowledge of the appropriate content of mental health records and the origins of clinical information; Good knowledge of clinical record keeping procedures; Working knowledge of laws, regulations and techniques governing the maintenance and release of records; working knowledge of modern office equipment; Ability to make routine arithmetic computations rapidly and accurately; Ability to maintain a variety of medical records accurately and neatly; Confidentiality; Good judgement; Initiative; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and either:

- A. Graduation from a regionally accredited or New York State registered two year college with an associate degree in medical record technology; Or
- B. Two years of full time paid experience in the preparation and maintenance of medical records; Or
- C. An equivalent combination of training and experience as indicated in (A) or (B) above.

Adopted 12/18/98

Reviewed 6/19/14