

**MEDICAL RECORDS TECHNICIAN**  
**NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS**  
**NEW HAMPSHIRE STATE PRISON FOR MEN HEALTH SERVICES**  
**9TEMP (Not to exceed 29 hours a week)**  
**Days/Saturday/Sunday Off**  
**\$14.11 - \$16.46 per hour**

This Part-time position will prepare and maintain medical records for inmates under the supervision of the Department of Corrections and provide clerical support services for Health Services

**Minimum Qualifications:**

**Education:** Associate's degree (two years of college or vocational/technical school) with a major study in Health information Management or a related health care field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience involving the maintenance of medical record as a medical clerk or in an area which provided experience with medical terminology and records. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Registration as a RHIT (Registered Health Information Technician) or Registered RHIA (Registered Health Information Administrator) issued by the American Health Information Management Association (AHIMA) is preferred.

**For further information regarding this position, please contact Linda McDonald, Program Specialist II at (603) 271-5645.**

**HOW TO APPLY:** An official application for employment may be obtained from and returned to New Hampshire Department of Corrections, Human Resource Office, PO Box 1806, Concord, New Hampshire 03302-1806, [nhdocemploy@nhdoc.state.nh.us](mailto:nhdocemploy@nhdoc.state.nh.us) (603) 271-5650 and is available on the Internet at [www.admin.state.nh.us/hr](http://www.admin.state.nh.us/hr). \*\*\* **In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. \*\*\*** Resumes will not substitute for a fully completed State application.

**Applications will be accepted until: 5/25/2012.**

**EOE**

SUPPLEMENTAL JOB DESCRIPTION

Classification: Medical Records Technician Function Code: 6211-046

POSITION TITLE: Medical Records Technician Date Established: 9/15/10

Position Number: 9Temp Date of Last Amendment:

**SCOPE OF WORK:** To prepare and maintain medical records for inmates under the supervision of the Department of Corrections and provide clerical support services for Health Services.

**ACCOUNTABILITIES:**

- Creates and maintains medical records for all inmates. Schedules intake physicals and lab work. Schedules all SHU lab work. Prepares H&P tickler cards to assure compliance with ACA standards for routine physicals.
- Prepares schedules for all health providers. Pulls charts daily for all scheduled HSC appointments and return charts to file after review to confirm there are appropriate signatures and charts are in proper order.
- Files all loose reports, i.e., lab, x-ray, EKG, consults, etc., in medical record daily to assure continuity of medical care.
- Reviews all incoming labs/z-ray/EKG for abnormal findings and distributes them to the appropriate provider. Maintains outside consult log, enters new consults, reviews completed consults and pulls charts for provider review. Identifies consults that require UR Management review. Assists the transportation department by scheduling all outside consults with outside community specialists/providers.
- Process daily change list to identify new inmates, transfers to other facilities and releases. Pulls medical/dental charts and tickler cards for releases and returns charts to Offender Records.
- Processes all correspondence requests for copies of medical records for inmates, Vocational Rehab, attorneys, Attorney General's Office and other health/correctional facilities utilizing established procedures to maintain confidentiality.
- Performs audits under the direction of the Medical Records Administrator to include admission medications, file system, x-ray reports, consult log, etc.
- Processes all inmate eyewear, processes/distributes all HSC mail and processes/distributes faxes.

**MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree (two years of college or vocational/technical school) with a major study in Health Information Management or a related health care field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience involving the maintenance of medical records as a medical clerk.

**License/Certification:** Registration as a RHIT (Registered Health Information Technician) or Registered RHIA (Registered Health Information Administrator) issued by the American Health Information Management Association (AHIMA) is preferred.

**RECOMMENDED WORK TRAITS:** Knowledge of modern office equipment and methods of operation. Knowledge of The Joint commission accreditation, policies and procedures. Must possess clear working knowledge of federal and state regulations relating to release of protected health information. Knowledge of medical terminology. Skill in transcribing medical dictation accurately and rapidly. Ability to compose correspondence in acceptable form. Ability to tabulate actual practice data and report results in a useful form. Ability to work closely with physicians and other health care professionals. Ability to establish and maintain harmonious relationships with other employees including the professional staff. Must be willing to maintain appearance appropriate to assigned duties and responsibility as determined by the agency appointing authority.

**CLASSIFICATION:** MEDICAL RECORDS TECHNICIAN

**Class Code:** 6211-13

**Date Established:** 02-06-70

**Occupational Code:** 7-4-1

**Date of Last Revision:** 01-31-11

**BASIC PURPOSE:** To prepare and maintain accurate medical records information according to established procedures within a medical records unit.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Manages all health information responsibilities including transcription and patient record maintenance, ensuring that appropriate medical record components are completed accurately by medical staff and filed properly and timely in accordance with various accrediting agencies and established institution policies and procedures.
- Interprets and complies with state and federal regulations and institution policies and procedures when releasing protected health information.
- Gathers, receives and monitors all information on in-coming patients in accordance with standard policies and procedures.
- Enters medical codes designation types of illnesses as outlined in the International Classification of Diseases and HIPAA specifications.
- Maintains all medical record filing systems using the standard Terminal Digit Filing order. Tabulates data from medical records and prepares a variety of statistical reports for administrators.
- Conducts audits of medical records and prepares supporting documents for inclusion in patients' files.
- Maintains the Medical Records Delinquency List and updates it on a daily basis; sends deficiency notices to appropriate staff.
- Ensures that appropriate Federal, State and hospital regulations are followed regarding the release of protected health information of patients.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree (two years of college or vocational/technical school) with a major study in Health Information Management or a related health care field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience involving the maintenance of medical records as a medical clerk or in an area which provided experience with medical terminology and records. Each additional year of approved work experience may be substituted for one year of required formal education.

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