



500 W. Hospital Road, French Camp, CA 95231 · (209) 468-6000



ASSISTANT MEDICAL RECORDS ADMINISTRATOR

THE POSITION

The Assistant Medical Records Administrator (AMRA) will provide assistance in managing the medical records division of San Joaquin County General Hospital. This includes assisting in managing the health information management departmental operations to ensure all HIM operations meet established productivity, quality and best practice standards and deadlines. The AMRA will analyze, develop, coordinate and monitor the implementation of policies and procedures to evaluate and improve the effectiveness of practices and workflow. The AMRA may provide training to the HIM department and other hospital staff in areas relevant to health information management policies and procedures. As a Supervisor, the AMRA may plan, assign, and direct the work of staff in specialized and routine work.

IDEAL CANDIDATE

The ideal candidate will possess knowledge of Health Information Management principles and practices including familiarity with standard nomenclature and classification methodologies, functions of medical records administration, nature and uses of both electronic medical record and paper charts. The ideal candidate will have experience with HIPAA, Joint Commission, state and federal regulations and guidelines, hospital policies, procedures and best practice methods regarding maintenance of health records and health information. The ideal candidate will have understanding of principles of effective supervision and management.

SAN JOAQUIN GENERAL HOSPITAL

San Joaquin General is a 196-bed acute care community teaching hospital with employees who are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both patients and employees.



San Joaquin County
Human Resources Division
44 N. San Joaquin Street
Stockton, CA 95202



Recruitment Number - 0316-RH0130-AC

San Joaquin County is an Equal Opportunity Employer and is in compliance with the Federal Drug Free Workplace Act of 1988.



SAN JOAQUIN GENERAL HOSPITAL

ASSISTANT MEDICAL RECORDS ADMINISTRATOR



TYPICAL DUTIES

- ◆ Assists in managing the operations of the patient treatment records system, the central dictation system, and the patient benefits claims system; assures that appropriate records and forms are completed and recorded and that deadlines are met.
- ◆ Interviews, selects, and supervises subordinate personnel; evaluates work performance; provides training to department and other hospital staff
- ◆ Participates in the development and implementation of policies and procedures of qualitative and quantitative analysis programs to meet federal, state, local, and internal utilization review standards.
- ◆ Analyzes and develops improved methods of filing and retrieving records consistent with developments in the field of medical records systems.
- ◆ Supervises and participates in developing and maintaining the data collection system as applied to the business, vital statistics, insurance, and research operations.
- ◆ Authorizes release of appropriate information to physicians, hospital personnel, attorneys, insurance companies, and others.
- ◆ Assists in preparing department budget; may authorize expenditures consistent with hospital policy and perform other duties in the absence of the Medical Records Administrator.

COMPENSATION AND BENEFITS

(Approx. Monthly Salary: 4,871 - \$5,919)

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan.
- ◆ 12 day sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (accruals increase with milestone years of service).
- ◆ Educational Reimbursement Program

MINIMUM QUALIFICATIONS

Licenses & Certificates: Possession of an Accredited Records Technician Certificate (Registered Health Information Technician - RHIT or Registered Health Information Administrator - RHIA) issued by the American Health Information Management Association.

Substitution: Completion of an approved program for Medical Records Technician may substitute for the required above certification. Employees must obtain certification (Registered Health Information Technician - RHIT or Registered Health Information Administrator - RHIA) as an Accredited Records Technician (ART) within one year of completion of the program.

AND

EITHER PATTERN I

Experience: One year of work experience equivalent to a Medical Records Technician III in San Joaquin County.

OR PATTERN II

Experience: Two years of journey level experience in an acute care hospital, mental health inpatient facility, skilled nursing facility, or large group-practice/medical clinic, coding diseases and operations using the standard classification system, at least six months of which must have been in a lead or supervisory capacity.



SAN JOAQUIN GENERAL HOSPITAL ASSISTANT MEDICAL RECORDS ADMINISTRATOR



SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Assistant Medical Records Administrator.

1. Do you possess an Accredited Records Technician Certificate (Registered Health Information Technician - RHIT or Registered Health Information Administrator - RHIA) issued by the American Health Information Management Association.? If Yes, provide certificate type, number and date of issuance.
2. Are you substituting completion of an approved Medical Records program for a Medical Records Technician for possession of RHIT or RHIA? If yes, identify the name of the program, the educational institution in which the program was completed and date of completion.
3. Do you possess one year of work experience equivalent to a Medical Records III in San Joaquin County? If yes, identify your position title, your duties, your employer and your employment timeline.
4. Do you possess two years of journey level work experience in an acute care hospital, mental health inpatient facility, skilled nursing facility, or large group-practice/medical clinic, coding diseases and operations using the standard classification system, at least six months of which must have been in a lead or supervisory capacity? If yes, identify your position title, your duties (specifically the coding diseases and operations using standard classification system), your employer and your employment timeline.

APPLICATION SUBMITTAL PROCESS

To apply, a completed application and supplemental questionnaire must be postmarked or received online. Position is open until filled. Resumes will not be accepted in lieu of an application.

Application materials may be obtained from and submitted to:

San Joaquin County Human Resources

44 N. San Joaquin Street Suite 330

Stockton, CA 95202

Tel: 209.468.3370

Apply Online Today At: www.sjgov.org/hr



"Our community's health and well-being is our highest priority!"