

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

MEDICAL RECORDS LIBRARIAN

I. DEFINITION

This is responsible professional medical records work. Employees in this class organize and direct the development, maintenance, analysis, and use of diagnostic and therapeutic medical records in a state hospital or institution. Limited supervision is received from a clinical director.

Examples of Work Performed:

- Maintains a medical library and the reference services for staff conferences, research and publications.
- Receives, classifies, and directs the filing of medical records; develops and maintains accurate and complete record files to meet the reference and research needs of the institution.
- Reviews patients' clinical histories to insure completeness of records; maintains proper flow of records and reports among the various clinical services and other institutional units.
- Analyzes the utilization of medical records and designs forms and record systems to facilitate the usefulness of the records program.
- Analyzes and evaluates clinical records to provide sufficient data to substantiate diagnosis, treatment and results, or to facilitate medical research.
- Provides consultative services on medical record problems and procedures or directs a clerical staff in the operation of a medical record program.
- Determines training needs for all personnel in the medical records department and for medical record training professional and non-professional personnel outside of the record department.
- Prepares abstracts from clinical records.
- Develops statistics and prepares regular and special reports and studies.
- May brief and transcribe records.
- May testify in court to authenticate medical records.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Extensive knowledge of principles, theories, standard practices, methods and techniques of medical record systems.
- Extensive knowledge of medical and psychiatric terminology, medical ethics, hospital organization and management and applicable statistical methods.
- Ability to establish and develop a sound medical records system and devise methods for improvement.
- Ability to deal effectively with professional staff, associates and subordinate employees.
- Ability to explain and interpret all phases of the medical records library's activities.
- Ability to effectively utilize written and oral communicative skills clearly, concisely, and persuasively.

Training and Experience:

Successful completion of a medical record librarian curriculum at a school approved by the Council on Medical Education of the American Medical Association.

Special Requirement:

Registration with or eligible to be registered by the American Medical Record Association.

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