

Market Range Detail - Medical Records Manager

Effective Date

May 30, 2011

Market Range Title Description

Positions in this market range title are responsible for oversight and management of an Electronic Medical Records system, including the staff assigned to a medical records unit. Primary responsibilities include: ensuring that medical records are maintained in accordance with a variety of internal and external policies, regulations and standards; developing and monitoring a strategic plan for maintaining the medical records system; developing and implementing policies and procedures to meet regulatory and service requirements; serving as custodian of records in regards to requests for the release of medical information; analyzing patient data for reimbursement, quality of patient care, risk management, utilization management, facility planning, etc.; creating and monitoring the medical records unit budget; supervising staff in the preparation and analysis of medical documents including monitoring employee productivity, providing training and evaluating performance.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$24.29	\$27.88	\$31.46

Likely Minimum Qualifications

- Associate's degree in Medical Records Administration or a related field
- Two years supervisory experience in a health information or medical records department.
- Certification as one or more of the following is required: Registered Health Information Administrator (RHIA), Registered Record Administrator (RRA) or Registered Health Information Technician (RHIT).
- Other combinations of education and/or experience may substitute for the minimum requirements. Additional education beyond the minimum requirement may substitute for the certification requirement, depending on the field of study.

Working Titles

- Electronic Health Information Systems Manager
- Medical Records Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.