UNIVERSITY OF SOUTHERN CALIFORNIA
Medical Records Supervisor
Job Code: 189015

Grade: HF
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:
Supervises staff and activities of the medical records department.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______     ______ Hires, trains and supervises staff. Assigns, prioritizes and schedules work. Assesses performance and provides feedback. Counsels or disciplines, as needed.
______     ______ Responds to external inquiries for medical information.
______     ______ Monitors patient records flow.
______     ______ Maintains or recommends and implements new methods and procedures for patient record management.
______     ______ Oversees data input to computerized records system.
______     ______ Prepares periodic or statistical reports, as requested.
______     ______ Reviews budget expenditures and provides input on department budget development.
__E__     ______ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No [ ] Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
   Specialized/Technical Training

Minimum Experience:
   3 Years

Minimum Field of Expertise:
   Accredited Records Technician (ART)

Preferred Education:
   Bachelor's Degree

Preferred Experience:
   5 Years

Skills: Administrative:
   Establish filing systems
   Prioritize different projects
   Understand and apply policies and procedures

Skills: Other:
   Supervisory Skills

Supervises: Level:
   Supervises employees who do not supervise

Supervises: Nature of Work:
   Clerical/Secretarial

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: _________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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