FATALITY MANAGEMENT RECORDS MANAGEMENT SPECIALIST

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Fatality Management (FM) Records Management Specialist manages the storage and retrieval of all FM files related to a disaster
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Fatality Management Victim Information Center Team). 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The FM Records Management Specialist: 1. Reports to the Morgue Identification Center (MIC) Team Leader when assigned to the MIC Team; reports to the FM Victim Information Center (VIC) Data/Records Coordinator when assigned to the VIC; may function as a liaison between the MIC and the VIC 2. Maintains the master set of Medical Examiner/Coroner (ME/C) records and files 3. Oversees FM records management functions 4. Coordinates with MIC Team Leader, FM VIC Team Leader, and ME/C to determine records management requirements and appropriate methods for document storage, retrieval, and merging 5. Ensures tracking procedures account for each folder and comply with ME/C records management policy	Not Specified
EDUCATION	Associate's degree in health information management, medical records, or similar field	Not Specified
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction 5. Psychological First Aid (PFA) Training (minimum 4 hours)	Not Specified
EXPERIENCE	Knowledge, Skills, and Abilities: Advanced computer skills, including e-mail, internet, word processing, spreadsheet, and data security proficiency Experience: Two years of experience in medical records operations in a practice setting such as a hospital, health system, agency, private practice setting, or service, commensurate with the mission assignment	Not Specified

COMPONENT	SINGLE TYPE	NOTES
PHYSICAL/MEDICAL FITNESS	1. Moderate 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
CURRENCY	1. Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years OR currently works in medical records operations 2. Background checks as applicable law permits or requires	Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, NIMS 508: Fatality Management Victim Information Center Team
2. FEMA, NIMS 508: Morgue Identification Center Team
3. FEMA, NIMS 509: Morgue Identification Center Team Leader
4. FEMA, NIMS 509: Fatality Management Victim Information Center Data/Records Coordinator
5. FEMA, NIMS 509: Fatality Management Victim Information Center Team Leader
6. FEMA, National Incident Management System (NIMS), October 2017
7. FEMA, NIMS Guideline for the National Qualification System, November 2017
8. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders