



## MEDICAL RECORDS COORDINATOR

TYPE	TYPE 1	NO TYPE 2
DESCRIPTION	The Medical Records Coordinator: 1. Manages and directs the operations of a medical records unit or medical records team 2. Maintains strict confidentiality and adheres to relevant privacy requirements 3. Acts as a liaison with Information Technology (IT) staff to ensure adequate medical information exchange capabilities, including across various electronic medical records systems 4. Manages paper or hard-copy medical records if electronic medical records systems are down or not available 5. Reports to the Medical Team Leader, who informs the Incident Command System (ICS) Operations Section concerning medical records needs for acute care facilities or alternate care sites and units assigned to the medical group	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	Associate's degree in health information management, medical records, or similar field  <b>NOTES:</b> Not Specified	Not Applicable
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resource and Initial Action Incidents 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction 5. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness  <b>NOTES:</b> Not Specified	Not Applicable



TYPE	TYPE 1	NO TYPE 2
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Knowledge of applicable laws, rules, and regulations, including the Health Insurance Portability and Accountability Act (HIPAA)</li> <li>2. Knowledge of business data processing principles, electronic medical records management, and document scanning systems</li> <li>3. Knowledge of medical terminology and classification systems, including the International Classification of Diseases and the Diagnostic and Statistical Manual</li> </ol> <p>Experience:</p> <p>Two years of supervisory experience in medical records operations in a practice setting such as a hospital, health system, agency, or private practice setting, commensurate with the mission assignment</p> <p><b>NOTES:</b> Not Specified</p>	Not Applicable
<b>PHYSICAL/MEDICAL FITNESS</b>	<ol style="list-style-type: none"> <li>1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time</li> <li>2. Is able to work wearing appropriate Personal Protective Equipment (PPE)</li> <li>3. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations</li> </ol> <p><b>NOTES:</b> PPE is mission specific and may vary by work environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves, and masks</p>	Not Applicable
<b>CURRENCY</b>	<ol style="list-style-type: none"> <li>1. Functions in a healthcare operational incident, exercise, drill, or simulation at least once every five years</li> <li>2. Keeps immunizations up-to-date and commensurate with mission assignment</li> <li>3. Background checks as applicable law permits or requires</li> </ol> <p><b>NOTES:</b> 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.</p>	Not Applicable
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	<p>Not Specified</p> <p><b>NOTES:</b> Not Specified</p>	Not Applicable

Superseded



## ORDERING SPECIFICATIONS OR DESIGNATIONS

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1. (X) Can be ordered as an individual asset
2. (X) Can be ordered in conjunction with a NIMS typed team (Healthcare Resource Coordination and Support Team)
3. ( ) Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

## REFERENCES

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1. FEMA, NIMS 508: Healthcare Resource Coordination and Support Team
2. FEMA, NIMS 509: Medical Team Leader
3. FEMA, NIMS Guideline for the National Qualification System, November 2017
4. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness, last edition adopted
5. American Psychiatric Association, Diagnostic and Statistical Manual of Mental Disorders (DSM), latest edition adopted
6. World Health Organization (WHO), International Classification of Diseases (ICD), latest edition adopted
7. U.S. Congress, House of Representatives, Committee of Conference. Health Insurance Portability and Accountability Act of 1996, July 1996
8. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders

## NOTES

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Nationally typed resources represent the minimum criteria for the associated component and capability.