

MEDICAL RECORDS COORDINATOR

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Medical Records Coordinator manages and directs the operations of a medical records team
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Healthcare Resource Coordination and Support Team). 2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment 3. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

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	<p>The Medical Records Coordinator:</p> <ol style="list-style-type: none"> 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 Specified
EDUCATION	Associate's degree in health information management, medical records, or similar field	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 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 	Not Specified

Superseded

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Knowledge of applicable laws, rules, and regulations, including the Health Insurance Portability and Accountability Act (HIPAA) 2. Knowledge of business data processing principles, electronic medical records management, and document scanning systems 3. Knowledge of medical terminology and classification systems, including the International Classification of Diseases and the Diagnostic and Statistical Manual <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>	Not Specified
PHYSICAL/MEDICAL FITNESS	<ol style="list-style-type: none"> 1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time 2. Is able to work wearing appropriate Personal Protective Equipment (PPE) 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 	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
CURRENCY	<ol style="list-style-type: none"> 1. Functions in a healthcare operational incident, exercise, drill, or simulation at least once every five years 2. Keeps immunizations up-to-date and commensurate with mission assignment 3. 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

Superseded



Position Qualification for Public Health, Healthcare, and Emergency Medical Services
Medical and Public Health

NOTES

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

REFERENCES

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

Superseded