

## FATALITY MANAGEMENT RECORDS MANAGEMENT SPECIALIST

TYPE	TYPE 1	NO TYPE 2
DESCRIPTION	<p>The Fatality Management (FM) Records Management Specialist:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Manages the storage and retrieval of all FM files related to the disaster</li> <li>3. Maintains the master set of Medical Examiner/Coroner (ME/C) records and files</li> <li>4. Oversees FM records management functions</li> <li>5. 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</li> <li>6. Ensures tracking procedures account for each folder and comply with ME/C records management policy</li> </ol>	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	<p>Associate's degree in health information management, medical records, or similar field</p> <p><b>NOTES:</b> Not Specified</p>	Not Applicable
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Incident Command System for Single Resources and Initial Action Incidents</li> <li>3. IS-700: National Incident Management System, An Introduction</li> <li>4. IS-800: National Response Framework, An Introduction</li> <li>5. Psychological First Aid (PFA) Training (minimum 4 hours)</li> </ol> <p><b>NOTES:</b> Not Specified</p>	Not Applicable
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <p>Advanced computer skills, including e-mail, internet, word processing, spreadsheet, and data security proficiency</p> <p>Experience:</p> <p>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</p> <p><b>NOTES:</b> Not Specified</p>	Not Applicable

Superseded

TYPE	TYPE 1	NO TYPE 2
<b>PHYSICAL/MEDICAL FITNESS</b>	1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time 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	Not Applicable
	<b>NOTES:</b> Not Specified	
<b>CURRENCY</b>	1. Functions in this position during an operational incident, 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	Not Applicable
	<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.	
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Applicable
	<b>NOTES:</b> Not Specified	

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 (Fatality Management Victim Information Center 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 6 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: 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 Qualification System Guide, November 2017
7. 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 category.

**Superseded**