

## FATALITY MANAGEMENT RECORDS MANAGEMENT SPECIALIST

<b>RESOURCE CATEGORY</b>	Medical and Public Health
<b>RESOURCE KIND</b>	Not Specified
<b>OVERALL FUNCTION</b>	
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Fatality Management Victim Information Center Team).</li> <li>2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment</li> <li>3. This position typically works 6 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days</li> </ol>

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
<b>DESCRIPTION</b>	<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 Specified
<b>EDUCATION</b>	Associate's degree in health information management, medical records, or similar field	Not Specified
<b>TRAINING</b>	<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>	Not Specified

Superseded

COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities: Advanced computer skills, including e-mail, internet, word processing, spreadsheet, and data security proficiency</p> <p>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</p>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	<p>1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time</p> <p>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</p>	Not Specified
<b>CURRENCY</b>	<p>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</p> <p>2. Background checks as applicable law permits or requires</p>	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 Specified

Superseded



Position Qualification for Fatality Management Services  
Medical and Public Health

## 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 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

Superseded