

FATALITY MANAGEMENT DENTAL/MEDICAL RECORDS ACQUISITION SPECIALIST

TYPE	TYPE 1	NO TYPE 2
DESCRIPTION	<p>The Fatality Management (FM) Dental/Medical Records Acquisition Specialist:</p> <ol style="list-style-type: none"> 1. Reports to the FM Victim Information Center (VIC) Data/Records Coordinator and is part of the FM VIC Team 2. Coordinates with interview and data entry functions to receive notice of missing persons' potential dental and medical care providers 3. Calls missing persons' dental and medical care providers to obtain copies of antemortem records—such as dental x-rays and charts, medical records, and body x-rays—for Morgue Identification Center (MIC) Team use 4. Formally requests documents and identifies needs for subpoenas of medical records 5. Helps transfer collected dental and medical records to FM Records Management Specialist for MIC Team use 6. Maintains strict confidentiality and adheres to applicable privacy requirements 	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	<p>Associate's degree in health information management, medical records, or similar field</p> <p>NOTES: Not Specified</p>	Not Applicable
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 Resources and Initial Action Incidents 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) <p>NOTES: Not Specified</p>	Not Applicable

Superseded

TYPE	TYPE 1	NO TYPE 2
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Intermediate computer skills, including e-mail, internet, word processing, and spreadsheet proficiency 2. Familiarity and experience with information security and chain of custody 3. Familiarity with the responsibilities of securing public health information <p>Experience:</p> <p>Two years of investigative or administrative experience in a Medical Examiner/Coroner (ME/C) system</p>	Not Applicable
	NOTES: 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. 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
	NOTES: Not Specified	
CURRENCY	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Applicable
	NOTES: Not Specified	
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Applicable
	NOTES: Not Specified	

Superseded

ORDERING SPECIFICATIONS OR DESIGNATIONS

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

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

NOTES

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

Superseded