

FATALITY MANAGEMENT DENTAL/MEDICAL RECORDS ACQUISITION SPECIALIST

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Fatality Management (FM) Dental/Medical Records Acquisition Specialist coordinates with interview and data entry functions to receive notice of missing persons' potential dental and medical care providers
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 (Fatality Management Victim Information Center Team). 2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment 3. This position typically works 6 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 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 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 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) 	Not Specified

Superseded

COMPONENT	SINGLE TYPE	NOTES
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 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 Specified
CURRENCY	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	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: 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

Superseded