



### GENERAL SCHEDULE QUALIFICATION STANDARDS

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#### Medical Records Administration Series, 0669

##### Individual Occupational Requirements

###### Education:

- Successfully completed training in an approved school for medical records technicians equates to 1 year of general experience. No credit may be given for partial completion of such training.
- Successful completion of a bachelor's degree in a medical records administration educational program accredited by the American Health Information Management Association (AHIMA) and the American Medical Association's Committee on Allied Health Education and Accreditation (CAHEA) meets the requirements for GS-5 positions.
- Successful completion of the requirements for a bachelor's degree (in any field) and 1 year in a medical records administration educational program accredited by AHIMA and CAHEA meets the requirements for GS-7.

*or*

##### General Experience (for GS-5 positions)

Experience in the preparation, maintenance, and management of medical records and health information systems that provided a knowledge of medical terminology, medical records procedures, and medical, administrative, and legal requirements of healthcare delivery systems.

##### Specialized Experience (for positions above GS-5)

Examples of qualifying specialized experience include:

- Planning, developing, and directing a medical records program for a healthcare facility that meets both institutional goals and standards of accrediting agencies.
- Evaluating and analyzing the organization and operation of medical records services, including medical records and indexes, and recommending and/or implementing appropriate revisions and modifications.



- Assisting medical and administrative staff in evaluating the quality and appropriateness of patient and healthcare services.
- Designing information systems to collect, analyze, monitor, report, and maintain privacy and confidentiality of patient and institutional data for healthcare-related programs, and evaluating and implementing changes to assure the reliability of data.
- Developing and implementing policies and procedures for processing legal medical documents and insurance and correspondence requests in accordance with Federal, State, and local statutes.