

The Job Description for an MRD In-Charge in a hospital typically includes a variety of responsibilities, qualifications, and skills. Below is a general outline that might be found in such a position.

The MRD In-Charge is responsible for overseeing the Medical Records Department, ensuring that all patient records are accurate, secure, and accessible. **The role involves managing staff, implementing policies and procedures, and ensuring compliance with legal and regulatory requirements.**

Key Responsibilities:

- Management of Medical Records: Oversee the collection, organization, storage, and retrieval of medical records to ensure accuracy and confidentiality.
- Staff Supervision: Lead and manage the MRD team, including training, performance evaluation, scheduling, and staff development.
- Policy Implementation: Develop, implement, and enforce policies and procedures regarding medical records management in accordance with hospital protocols and legal standards.
- Compliance and Quality Assurance: Ensure compliance with health information regulations and conduct regular audits (close file audits) to maintain quality standards.
- Collaboration: Work closely with healthcare providers, administration, and IT departments to ensure the efficient flow of information and resolve any issues related to medical records.
- Data Management : **Maintain accurate electronic and paper-based medical records systems, ensuring data integrity and security.**
- Patient Privacy: Safeguard patient confidentiality and address any privacy-related concerns.
- Training and Development : Provide training for new staff on medical records procedures and software applications.
- Reporting: Prepare reports on medical records activities and statistics for hospital administration as needed and share with admin Head.
- Technology Utilization: Stay updated with advances in health information technology and work on the implementation of Electronic Health Records (EHR) systems.

Qualifications:

- Education: Bachelor's degree in Health Information Management, Health Administration, Nursing, or a related field.

- Experience: Minimum of 12 - 20 years of experience in medical records management, with at least 2 - 3 years in a supervisory role.

- Certification: Certification as a Registered Health Information Administrator / Medical Record Technician is preferred.

Skills:

- Technical Proficiency: Proficient with medical records software, EHR systems, and Microsoft Office Suite.

- Attention to Detail: Strong attention to detail and organizational skills for managing large volumes of data.

- Communication: Excellent verbal and written communication skills for interacting with medical staff, patients, and administration.

- Problem-Solving: Strong analytical and problem-solving skills to address issues that arise in records management.

- Leadership: Proven leadership capabilities to manage a team and foster a collaborative work environment.

Work Environment:

The MRD In-Charge typically manage both electronic and physical medical records. The role may require sitting for extended periods and occasional lifting of boxes or files.