

## WHAT IS A MEDICAL RECORDS ADMINISTRATOR?

Records managers are responsible for the creation, storage, retrieval and disposal of all recorded information about an organisation's activities. This information contributes to what is often called the 'corporate memory' of the organisation, without which an organisation could not function properly or be held accountable for its actions.

## ROLES OF A MEDICAL RECORDS ADMINISTRATOR

Records managers may perform the following tasks:

- Analyse the information needs of an organisation and develop an information plan that reflects these needs
- Undertake audits of information created and stored within the organisation
- Develop policies for the distribution and storage of records, including the incorporation of new information technologies into the organisation
- Create and maintain databases for the control and retrieval of information
- Make sure that all aspects of record keeping adhere to relevant legislation in order to reduce litigation risks
- Work out periods for which records are to be kept and make sure that records are disposed of or archived according to policy and legislative requirements
- Make sure that relevant records are made available under the Freedom of Information Act
- Develop disaster plans to make sure that the organisation has the necessary information to continue functioning in the event of a major disaster.

Records managers must work closely with all staff members to make sure that the information systems of the organisation meet their needs and the organisation's objectives.

## PERSONAL REQUIREMENTS OF A MEDICAL RECORDS ADMINISTRATOR

- Good planning and organisational skills
- Good problem-solving skills
- Good communication skills
- Able to work as part of a team
- Able to pay attention to detail.

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