

Job Summary

Medical Records Administrator Series GS-669

Job summary Medical Records Administration positions manage, advise on, preserve, analyze, and supervise the use of diagnostic and therapeutic medical records. Medical records administration personnel develop medical records policies and procedures and provide advice on the use of medical records.

Education High School graduation or equivalent. Education above high school credited up to the GS-5 level in lieu of experience.

Licenses or Certificates None

Source: Office of Personnel Management (opm.gov)