Medical Records Administrator Series GS-669

**Job summary** Medical Records Administration positions manage, advice 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)