

10A NCAC 13B .3902 MANAGER

- (a) The medical records service shall be directed and supervised by a qualified medical records manager. If the manager is not a registered record administrator or an accredited records technician, the facility shall retain a person with those qualifications on a part-time or consulting basis.
- (b) The manager of the medical record service shall advise, administer, supervise and perform work involved in the development, analysis, maintenance and use of medical records and reports.
- (c) Where the manager is employed on a part-time or consulting basis, he or she shall organize the department, train the regular personnel and make periodic visits to the facility. The manager shall evaluate the records and the operation of the service and document the visits by written reports. A written contract specifying his or her duties and responsibilities shall be kept on file and made available for inspection by the Division's surveyor.
- (d) The manager of the medical record service shall maintain a system of identification and filing to facilitate the prompt location of medical record of any patient.
- (e) The manager of the medical records service shall store medical records in such a manner as to provide protection from loss, damage, and unauthorized access.

History Note: *Authority G.S. 131E-79;*
 RRC Objection due to lack of Statutory Authority Eff. July 13, 1995;
 Eff. January 1, 1996;
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22,
 2017.