

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

DATE : August 23, 2012

TO : Marina Dimitrijevic, Chair, County Board of Supervisors

FROM : Craig Kammholz, Fiscal and Budget Administrator, Department of Administrative Services

SUBJECT : Request to Abolish 1.0 FTE Medical Record Administrator I and Create 1.0 FTE Medical Records Coordinator (Medical Examiner)

REQUEST

The Medical Examiner requests approval to abolish 1.0 FTE Medical Record Administrator 1 (title code 00052101) and create 1.0 FTE Medical Records Coordinator (Medical Examiner), with a title code to be determined.

BACKGROUND/ANALYSIS

The Medical Examiner indicates the duties of clerical and records staff has increased significantly due to increased numbers of referral autopsies and subsequent invoicing in recent years, especially since the Office has entered into agreements with surrounding counties to provide services. The Office is also seeking enhanced capacity to coordinate medical transcription, and track fees owed by funeral homes and other customers, as well as implementation, oversight, and on-going auditing of an electronic medical records system (OnBase). The position would be responsible for supervising other clerical positions and interns as part of a cooperative agreement with the University of Wisconsin-Milwaukee Forensic Science program.

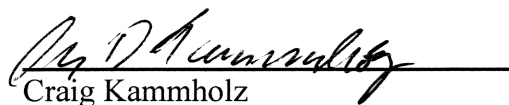
FISCAL NOTE

The existing position is staffed at step 5 of pay range 18. The proposed position would likely be filled at the first step of title code 23M. The impact for the remaining 6 and one-half pay periods of 2012, including salary, social security and active pension is estimated at \$280. The estimated impact in 2013 is less than \$2,000.

RECOMMENDATION

The Department of Administrative Services, Fiscal Affairs recommends the request by the Medical Examiner to abolish 1.0 FTE Medical Record Administrator 1 (title code 00052101) upon vacancy, and create 1.0 FTE Medical Records Coordinator (Medical Examiner), with a title code to be determined, be approved.

Prepared by:
Josh Fudge



Craig Kammholz

Fiscal and Budget Administrator, Department of Administrative Services

Pc: Chris Abele, County Executive
Brian L. Peterson, M.D., Medical Examiner
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, Board of Supervisors