

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS  
ATASCADERO**

<b>JOB CLASSIFICATION: HEALTH RECORD TECHNICIAN 1</b>
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**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

The Health Record Technician I is the general entry level position into the health record technician series and the journeyman level assigned specifically to coding or other comparable health record processing functions. Under close supervision, works with relatively structured records and learns the principles of health data processing including detailed coding and basic abstracting.

40 % **On-Unit Health Record Technician Coordinator & Chart Runner**

Requirements of this specific HRT I assignment include **(1) The ability to physically travel to/from and perform duties on all treatment units in the secured area of the hospital; (2) Perform on-unit documentation review, chart maintenance, thinning, and/or filing; (3) Regularly walk long distances; (4) Routinely carry/transport medical record binders (estimated at 10-15 pounds) between hospital units and HIMD; (5) medical record maintenance (thinning, chart integrity); (6) Demonstrated ability to safely operate an electrical cart.**

On-unit responsibilities include medical record maintenance and quantitative audits.

Medical Record Maintenance: Create medical record volumes, correct misfiles, and make chart repairs. Following the guidelines for chart thinning and retention, thin records and make overflows.

Quantitative Audits: **Conduct accurate, structured, concurrent, quantitative audits within the secured area of the facility** to ensure internal consistency of data in the medical record. Enter audit findings into PLATO or onto worksheets as directed.

20% **Abstracting/Coding**

**Assign ICD-10 codes in accordance with ICD-10-CM guidelines. Abstract data from a variety of sources.** Perform computer entry into the ADT System of the final discharge diagnosis (DSM 5 and ICD-10 Codes). Process the Provider Fee-for-Service forms, Clinics, Labs, Ancillary, etc.

20% **Patient Access to Medical Record Appointments**

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**When assigned, attend and participate in appointments for Patient Access to Medical Record.** Adhere to an established appointment schedule for the weekly patient access appointments in the visiting room. Prior to the appointment, assist other Health Record Technicians with preliminary chart review/preparation prior to permitting patient access to the medical record in accordance with the Information Practice Act (IPA). Work as a coordinated team with other Health Record Technicians and the Hospital Police Department to assure an orderly medical record review process, protect the integrity of the medical record, and assist patients in locating documentation during the review of their medical records.

### 10% **Discharge/Court Leave Record Processing**

**Analyze medical records for deficiencies when a patient is discharged or goes to court.** Following HIMD procedures, process discharge and court leave records within established timeframes. Audit the record to ensure all required documents are signed and on the chart. **Communicate incomplete record findings to responsible staff and take steps to have the record completed.**

### 10% **Other Duties as Assigned**

These duties include, but are not limited to, providing back-up to the Review Desk, Chart Running and File Room, as well as learning health data processing related to pharmacy billing, Medicare training, etc.

Note: Percentages are an approximation of time spent on each task and may fluctuate from week to week.

## 2. **SUPERVISION RECEIVED**

Health Record Technician II (Supervisor).

## 3. **SUPERVISION EXERCISED**

None.

## 4. **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Basic medical terminology, human terminology and human anatomy; health record systems and methodology used by health facilities; classification and morbidity and mortality information for statistical purposes.

### **ABILITY TO:**

Understand and conform to specific basic principles and rules of health data abstracting and coding. Meet and deal tactfully with the public; communicate effectively. Organize time

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efficiently. Follow oral and written directions. Evaluate situations accurately and take effective actions. Benefit from academic and in-service training and job experience.

## **5. REQUIRED COMPETENCIES**

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

**CPR - N/A**

**AGE SPECIFIC - N/A**

**MANAGEMENT OF ASSAULTIVE BEHAVIOR – N/A**

**RESTRAINT/SECLUSION – N/A**

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

### **RELATIONSHIP SECURITY**

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws and policies.

### **SITE SPECIFIC COMPETENCIES**

Knowledge of the contents and organization of the Clinical, Overflow and Reserve Records. Knowledge of medical terminology and disease processes. Experience in operation and maintenance of various office equipment including personal computer, photocopy machines, facsimile, and printer. Ability to effectively communicate with ASH employees, HIMD coworkers, outside evaluators and law enforcement agencies, and other individuals conducting business with Atascadero State Hospital.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Knowledge of ICD-10-CM and CPT coding conventions.

Ability to use the Admission-Discharge-Transfer (ADT) System.

Ability to use a Personal Computer (Microsoft Word)

Knowledge of or ability to learn Access and Excel software programs

Knowledge of or ability to learn the proper operation of an electrical utility cart.

Knowledge of medical record filing systems.

**6. LICENSE OR CERTIFICATION - N/A**

**7. TRAINING** – Training Category = 6

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS – FLSA**

Employee is required to work any shift and schedule in a variety of settings throughout the Hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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Reviewing Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date