

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – NAPA**

**JOB CLASSIFICATION: HEALTH RECORD TECHNICIAN II
(SUPERVISOR)**

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

This is the first supervisory level in the Health Record Technician series. Positions supervise persons doing routine coding work; review prepared abstracts for completeness, clarity and quality of content; assist in the training and instruction of records personnel in facilities providing data; may write reports of findings; and perform other related duties.

- 60% Plans, organizes, and directs the work of the Health Record Technicians in the Record Review Section and Census/Legal Section and the Office Assistants in the File Section of the Health Information Management Department (HIMD). Provides oversight on all health record processing functions and provides direction on coding, indexing, and abstracting of health data information; instructs on proper application of State and Federal Regulations, Health and Safety Codes, and Welfare and Institutions Codes regarding health records confidentiality and privacy; maintains current policy and procedure manuals; collects data on discharged, transferred, and deceased patients and prepares productivity, delinquency, and production reports based on records sent to off-site storage; maintains surplus and discharged records and manages the reception area of the HIMD. Conducts strategic planning to address current and projected operational needs; develops work assessment tools to increase productivity and efficiencies in the workplace, and informs management on operational issues, concerns, and activities.
- 20% Participates in the hiring process; ensures Equal Employment Opportunity (EEO) objectives are met; orients new employees to the division and department; determines employee training needs to develop knowledge and skills; conducts performance measurement, and performance review of team members - prepares probationary and annual performance reports to commend and/or address performance deficiencies and maintains attendance records; oversees employees to ensure the principles and practices of confidentiality, organizational ethics, rights to privacy, and principles of health and safety are maintained.
- 15% Connects with internal and external customers through positive experiences and exceptional service in response to current and future needs; ensures customer service objectives are measured; attends to

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problem solution; develops and sustains cooperative and professional working relationships with subordinates, management team, and staff from other NSH departments, various community agencies, and vendors. Participates in intra- and inter-department meetings and trainings.

5% Other related duties as assigned.

% **SITE SPECIFIC DUTIES**
N/A

% **TECHNICAL PROFICIENCY**
N/A

2. SUPERVISION RECEIVED

The Health Record Technician II (Supervisor) is supervised by the Health Record Technician III (Supervisor).

3. SUPERVISION EXERCISED

The Health Record Technician II (Supervisor) supervises five or more persons doing routine coding work.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Must possess a detailed knowledge of the various record systems used by health facilities; diagnostic techniques and modes of therapy as well as gross anatomy and medical terminology; an understanding of the principles of effective supervision and maintenance of good public relations; the Department's Equal Employment Opportunity (EEO) Program objectives; a manager's role in the EEO Program and the processes available to meet EEO objectives.

ABILITY TO:

Must have the ability to analyze situations accurately and take effective action; plan, organize, train and direct the activities of a group of health record technicians; and effectively contribute to the Department's EEO objectives.

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.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the

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employee to work effectively.

SITE SPECIFIC COMPETENCIES

N/A

TECHNICAL PROFICIENCY (SITE SPECIFIC)

N/A

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = D

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

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public; and
- Comply with hospital policies and procedures.

The 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.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date