

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-122-1872-006				
UNIT NAME AND CITY LOCATED Medical Services Division, Health Information Management (HIM), Sacramento		CLASSIFICATION TITLE Health Record Technician II (Specialist)				
		WORKING TITLE Health Record Technician II (Specialist)				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R04	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Depot Park, 8300 Valdez Avenue, Sacramento				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF CCHCS' MISSION.						
<b>PRIMARY DOMAIN:</b>						
Under the supervision of the Chief of Health Information Management (HIM) and/or the Medical Records Director (MRD), the Health Record Technician II (Specialist) performs the more complex duties involved in the planning, development, implementation, and evaluation of the management of Units Health Records for all of California Department of Corrections and Rehabilitation (CDCR) institutions and for the Health and Imaging Records Center. The HRT II (Specialist) may assist in lead responsibility, serve as a team leader on studies or projects or discrete program areas, or plan and perform various audits. Responsibilities include development of policies, procedures, training, technical competencies, decision support, and management reports. This position may require routine off-site visits to all California institutions.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)					
<b>ESSENTIAL FUNCTIONS</b>						
<b>45%</b>	Provides onboarding training and prepares applicable training materials regarding the Electronic Health Records System (EHRS) and other HIM processes to new HRT II Supervisors and HRT I's. Monitors and reviews the Patient Deficiency Analysis Report statewide for quality and compliance. Reports Deficiency Analysis Report findings to Institution's Management and HRT II Supervisors. Assists with providing responses, to HIM staff statewide, regarding EHRS inquiries and issues. The Health Record Technician II (Specialist) also reviews and creates health record reports, participates in various audits, assists with developing health record processes, and ensures that policies and procedures are being followed. Participates as a member of the HIM HQ team.					
<b>30%</b>	Scans medical records received from different programs, such as Mental Health, Medical Services and Headquarters, into the patient charts in the EHRS. Collects institutional data statewide for Chief Executive Officer (CEO) reports. Assists with the updates of HIM policies and procedure. Attends various committee and workgroups for HIM services as an HIM subject matter expert.					

<b>15%</b>	Updates the EHRS Scanning Guidance and EHRS Date and Time Scanning Guidance as needed. Run confidential reports regarding access to EHRS medical charts upon the request of executives and the CCHCS Fraud Department.	
<b>10%</b>	Participates in offsite visits to Institutions to ensure department compliance with local, state, and federal rules, laws, and regulations. Performs other related duties as required based on operational need.	
<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Basic medical terminology, human terminology and human anatomy; health record systems and methodology used by health facilities; classification of morbidity and mortality information for statistical purposes.</p> <p><i>Ability to:</i> Understand and conform to specific basic principles and rules of health data abstracting and coding; meet and deal tactfully with the public; communicate effectively; and benefit from academic and in-service training and job experience.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p>Knowledge of various record systems used by health facilities; diagnostic techniques and modes of therapy; a general understanding of the principles of effective supervision and maintenance of good public relations. The ability to accurately plan, organize, and conduct relevant training for all Health Information Services employees based on Health Information Management standards, and to articulate written and verbal comprehension of all policies that govern medical records.</p> <p><i>Interpersonal Skills:</i> Ability to work independently in a team setting.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p>		
SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE