

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-121-1869-034				
UNIT NAME AND CITY LOCATED Medical Services Division, Health and Imaging Records Center - Sacramento, CA		CLASSIFICATION TITLE Health Record Technician I				
		WORKING TITLE Health Record Technician I				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORKWEEK 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 8300 Valdez Avenue, Depot Park, Sacramento, CA				
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 CCHCS 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.						
PRIMARY DOMAIN:		N/A				
Under the close supervision of the Health Records Technician II (Supervisor), Health Information Management Services, the Health Records Technician I performs record and health information processing and release assignments for the Health and Imaging Records Center following established California Department of Corrections and Rehabilitation (CDCR), California Correctional Health Care Services (CCHCS) policies and procedures, regulations, laws and mandates.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
40%	Performs release of information (ROI) activities for all patient that have paroled or discharged from CDCR, including ROI for legal, Social Security Insurance and other disability claims, clinical requests to ensure continuity of care as well as auditing document deficiencies. Abstracts health record data, such as patient history, diagnostics, procedures, and treatment to ensure continuity of care for patients who have paroled or discharged. Reviews requests to ensure the validity of the request, and ensures that all requests are processed utilizing multiple systems, including Power Chart and the following Electronic Health Records System (EHRS) applications, Access HIM, and Report Request. Identifies the appropriate documents to be released and releases documents in paper, (faxed or courier) CD or electronic format for the health records requested. Redacts documents as needed. Scans documents into Power Chart as needed.					
30%	Reviews documents that have been flagged in Power Chart. Performs functions of corrections within Power Chart including the deletion, relocation of documents to the correct section in Power Chart, and / or correcting encounter dates, times, and box numbers.					

20%	Utilizes various databases and online tools (i.e. Inmate Locator, SOMS) to identify patient current and previous locations. Utilizes various office equipment (i.e. copiers, fax machines, computer, printer, and scanner) to process ROI requests. Ensures all information shares are in compliance with all State and federal requirements, accepted HIM standards, and CCHCS policies and procedures to protect the confidentiality of Protected Health Information. Maintains various electronic logs utilized to track health record data, including death and discharged patient.	
10%	Attends training as required. Provides workload data to be used by management for statistical purposes. Performs other related duties as required.	
<p>KNOWLEDGE AND ABILITIES Knowledge of: 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>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; and benefit from academic and in-service training and job experience.</p> <p>DESIRABLE QUALIFICATIONS <i>Knowledge of:</i> State and federal laws and regulations and CCHCS policies and procedures regarding Health Insurance Portability and Accountability Act (HIPAA) compliance and the confidentiality of Protected Health Information.</p> <p><i>Ability to:</i> Work independently in a team setting.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position may be reasonably expected to exert up to 25 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: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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