

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Medical Services	CLASS TITLE Health Record Technician II (Supervisor)
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S 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 THE DEPARTMENT'S MISSION.

Under the general supervision of the Correctional Health Services Administrator I/II, Correctional Facility, the Health Record Technician (HRT) II (Supervisor) supervises staff performing health information related technical and clerical functions; reviews abstracted manual and computerized information for completeness, consistency and quality; performs simple analysis of data; performs personnel related duties; and assists in the training and instructing health record staff and clinical personnel on health record processes.

% 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>
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**ESSENTIAL FUNCTIONS**

<b>45%</b>	Plans, directs, and monitors the work of the Health Record staff performing health information records related activities. Approves or denies time-off requests, and maintains department master calendar. Completes timesheets for Health Information Management staff. Completes performance evaluations on probationary employees. Develops and provides training for program staff on new Department processes. Ensures staff attends mandated training, such as annual training, and completes the required annual In-Service Training (IST) hours. Assists in the hiring of new employees.
<b>30%</b>	Maintains compliance with Health Record standards for Medical, Dental and Mental Health, and Health Record Management policies and procedures. Maintains compliance with State, federal, and regulatory agencies. Develops and implements local operating procedures which support the safekeeping of all protected health information. Adheres to the mandates of the Americans with Disability Act and the Armstrong Remedial Plan. Generates required reports for headquarters and institutions management team as requested.
<b>20%</b>	Acts as a liaison with other clinical service units. Monitors the completeness, accuracy, safe-keeping, and availability of protected health information. Prepares and responds to health record audits as requested; participates in quality management committees. Maintains a safe and secure work environment by following all safety and universal precautions, reports any unsafe equipment or situations, and implements emergency and fire procedures preparedness plans. Assist staff in reducing backlog if any. Provides support for vacation and sick leave and relieves staff as needed.
<b>5%</b>	Performs other duties as required.

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

<p><b>KNOWLEDGE AND ABILITIES</b>  <i>Knowledge of:</i> Basic medical terminology, human anatomy and terminology; health record systems and methodology used by health facilities; classification of morbidity and mortality information for statistical purposes; detailed knowledge of the various record systems used by health facilities; diagnostic techniques and modes of therapy; and an understanding of the principles of effective supervision and maintenance of good public relations.</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; participate in academic and IST and job experience; analyze situations accurately and take effective action; plan, organize, train, and direct the activities of a group of HRTs.</p> <p><b>DESIRABLE QUALIFICATIONS</b>                  Willingness to work at State correctional facilities and demonstrated leadership ability.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b>                  Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates, or the public.</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