

State of California
DUTY STATEMENT



California Department of
State Hospitals

MSH3002 (Rev. 9/26/16)

		RPA Control No.#	C&P Analyst Approval FA	Date 7.5.2024
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 521-1869-xxx		Unit HIMD		
Class Title HEALTH RECORDS TECHNICIAN I (Concurrent & Discharge Sections)		Location HIMD		
SUBJECT TO CONFLICT OF INTEREST CODE ☐ Yes ☒ No	CBID R04	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. 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 meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Under the direction of the Health Record Technician II (Supervisor) and Health Record Technician III, the HRT I is responsible for working with structured records for basic abstracting, data processing, auditing and detailed coding.

% 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; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	<u>ESSENTIAL FUNCTIONS</u>
35 %	Abstract, process, file, collate, and audit data from health records. Enter abstracted health record data into the Admissions/Discharge/Transfers (ADT) computer system, ParTs and PLATO.
30 %	Chart Maintenance: Label, repair and arrange. Code health records in accordance with DSM, ICD, and CPT coding guidelines: such as but not limited to discharge summaries, psychiatric evaluations, ancillary services, treatment planning conferences, physician and psychologist billing services. Maintain assigned filing areas in correct filing order for easy retrieval and access of health records.
	Locate, retrieve and file health records and documentation in all record storage areas. Maintain and purge files/documents in all archive areas. Process health records for admission, transfer or discharge.

20%	Maintain log of completed work and perform other special audits and reviews related to health records functions. records. Assemble health records as a unit record; all prior admissions brought forward and filed under the new hospital admission number. Maintain assigned filing areas in correct filing order for easy retrieval and access of health records. Assemble health records as a unit record; all prior admissions brought forward and filed under the new hospital admission number. <u>MARGINAL FUNCTIONS</u>
10 %	Deliver and retrieve health records between patient care areas and the Health Information Management Department.
5 %	All other duties and special projects as assigned consistent with this classification.
Other Information	Responsible for understanding and demonstrating the Department of State Hospitals' Core Competencies: 1. Adaptability and Flexibility 2. Communication 3. Customer/Client Focus 4. Teamwork 5. Work Standards, Quality Orientation SUPERVISION RECEIVED The Health Record Technician I is under the supervision of the Health Record Technician II (Supervisor) and Health Record Technician III SUPERVISION EXERCISED N/A <u>KNOWLEDGE AND ABILITIES</u> 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 the 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. <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This include but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. • May include prolonged periods of standing, bending, sitting, kneeling, walking, stooping, squatting, crouching, and reaching. • Talking, seeing, and hearing are essential to performing the job requirements. • Common eye, hand and finger dexterity is required for most essential functions. • Requires twisting, turning, grasping and making repetitive hand movements in the performance of daily duties.

- Requires both near and far vision when completing work and operating assigned equipment.
- Periodically work in patient populated areas.
- Climb up/downstairs and walk on uneven surfaces.
- Work in a confined/restricted environment.
- Use a computer keyboard several hours a day.
- Read from computer screens several hours a day.
- The job duties require an employee to work under stressful conditions.
- Must be able to function rationally, coolly and deliberately under pressure situations in order to reach the best solution.

MENTAL ABILITY

- Understand and follow safety procedures.
- Read, understand, follow and enforce safety procedures
- Understand verbal instructions
- Understand written and verbal communication.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Deal with problems involving several concrete variables in standardized situations.

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 enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

Auditing concurrent and discharge patient's health records for timeliness and completeness within the established timeframes on the units.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Abstracting health information from patients' records including electronic records. Codes (medical and psychiatric diagnoses and procedures) accurately according to established coding guidelines. Enter the coded data into the ADT system.

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

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

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

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, patients/clients, and the public.
- 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.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
