



Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 9/2025
Employee Name	Division Hospital Administrator		
Position No / Agency-Unit-Class-Serial 455-521-1869-XXX	Unit Health Information Management Department		
Class Title Health Record Technician I	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R04	Work Week Group 2	Class Ranges T

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Health Record Technician I is the general entry level position into the health record technician series and the journeyman level assigned specifically to coding or other comparable health record processing functions. Under close supervision, works with relatively structured records and learns the principles of health data processing including basic coding and abstracting.

40%	<p>The ability to physically travel to/from and perform duties on all treatment units in the secured area of the hospital; Perform on-unit documentation review, chart maintenance, thinning, and/or filing; and maintain chart integrity.</p> <p>Create medical record volumes, correct misfiles, and make chart repairs. Following the guidelines for chart thinning and retention, thin records and make overflows.</p>
25%	<p>Assign ICD-10 codes in accordance with ICD-10-CM guidelines. Abstract data from a variety of sources. Perform computer entry into the ADT System of the final discharge diagnosis (DSM 5 and ICD-10 Codes). Process the Provider Fee-for-Service forms, Clinics, Labs, Ancillary, etc.</p>
20%	<p>When assigned, attend and participate in appointments for Patient Access to Medical Record. Adhere to an established appointment schedule for the weekly patient access appointments in the visiting room. Prior to the appointment, assist other Health Record Technicians with preliminary chart review/preparation prior to permitting patient access to the medical record in accordance with the Information Practice Act (IPA). Work as a coordinated team with other Health Record Technicians and the Hospital Police Department to assure an orderly medical record review process, protect the integrity of the medical record, and assist patients in locating documentation during the review of their medical records.</p>

	Assist the HIMD Coordinator with release of information. Reply to correspondence related to requests from Social Security Administration and Department of State Hospitals-Sacramento.
10%	Analyze medical records for deficiencies when a patient is discharged or goes to court. Following HIMD procedures, process discharge and court leave records within established timeframes. Audit the record to ensure all required documents are signed and on the chart. Communicate incomplete record findings to responsible staff and take steps to have the record completed.
10%	<p>Other Duties as Assigned:</p> <p>These duties include, but are not limited to, providing back-up to the Chart Runner and File Room, as well as learning health data processing related to pharmacy billing, Medicare training, etc.</p> <p>Note: Percentages are an approximation of time spent on each task and may fluctuate from week to week.</p>
Other Information	<p>Supervision Received: Health Record Technician II (Supervisor).</p> <p>Supervision Exercised: None</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>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.</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. Organize time efficiently. Follow oral and written directions. Evaluate situations accurately and take effective actions. Benefit from academic and in-service training and job experience.</p> <p>REQUIRED COMPETENCIES</p> <p>ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p>

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Knowledge of the contents and organization of the Clinical, Overflow and Reserve Records. Knowledge of medical terminology and disease processes. Experience in operation and maintenance of various office equipment including personal computer, photocopy machines, facsimile, and printer. Ability to effectively communicate with ASH employees, HIMD coworkers, outside evaluators and law enforcement agencies, and other individuals conducting business with Atascadero State Hospital.

TECHNICAL COMPETENCIES

Knowledge of ICD-10-CM and CPT coding conventions.
Ability to use the Admission-Discharge-Transfer (ADT) System.
Ability to use a Personal Computer (Microsoft Word)
Knowledge of or ability to learn Access and Excel software programs

Knowledge of or ability to learn the proper operation of an electrical utility cart.
Knowledge of medical record filing systems.

LICENSE OR CERTIFICATION
N/A

TRAINING CATEGORY - 4
The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:
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.
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.

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 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

Reviewing Supervisor's Signature

Date

**Physical Requirements of Position
Health Record Technician I (1869)**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmates, patients, or clients			X			
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.			X			
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing		X				Stairs
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)	X					
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving		X				
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					