

Employee Name:

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - NAPA**

**JOB CLASSIFICATION: HEALTH RECORD TECHNICIAN I**

**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under close supervision, works with relatively structured records; and learns the principles of health data processing including detailed coding and basic abstracting.

60%      **Abstracts, codes, bills, reviews, analyzes, sorts, files, classifies, and obtains health information from all types of patient records.**

**Processes health information data: releases it as appropriate, protects it, and ensures it is readily available for patient care.**

- **Ensures records are audited, completed and comply with penal codes, and local, state, and federal rules governing medical record management.**
- Archives, copies, distributes, and purges paper and electronic patient health information.

20%      **Maintains statistical databases, such as Admission/Discharge/Transfer (ADT), Census, Registry, Master Patient Index, and Physician Order System (POS).**

- Maintains numerous filing and tracking systems and card indices.
- Uses computers and ten-key adding machines to perform data entry and associated calculations.

15%      **Provides clerical assistance.**

- Answers telephones.
- Greets visitors to the department and assists them or directs them to appropriate staff.
- **Responds to requests for information** and prepares correspondence.
- Sits on committees and provides clerical support.

5%      Other related duties as required.

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### **2. SUPERVISION RECEIVED**

Health Record Technician I functions under the close supervision of the Health Record Technician III or the Medical Records Director.

### **3. SUPERVISION EXERCISED**

The Health Record Technician I does not exercise supervision.

### **4. KNOWLEDGE AND ABILITIES**

#### **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 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.

### **5. REQUIRED COMPETENCIES**

#### **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 enable the employee to work effectively.

#### **SITE SPECIFIC COMPETENCIES**

#### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

### **6. LICENSE OR CERTIFICATION - NOT APPLICABLE**

### **7. TRAINING - D**

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

**8. 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, and the public; and,
- 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.

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Employee Signature

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Print Name

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Date

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Supervisor Signature

\_\_\_\_\_  
Print Name

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Date

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Reviewing Supervisor Signature

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Print Name

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Date