

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		CLASSIFICATION TITLE Office Technician (Typing)				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
(Position Summary) Under the direction of the Health Program Manager III or the Supervising Dentist, Correctional Facility, the Office Technician (OT) (Typing), independently performs a wide variety of routine and complex administrative and clerical support duties at institution dental clinics. The OT (Typing) performs duties that require general knowledge of The Incarcerated Dental Services Program (IDSP) Policies and Procedures (P&P) and an understanding of dental clinic practices, procedures, and systems.						
% 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. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						
35%	Provides clerical support for institution dental clinical staff. Enters dental program data from various forms and logs (e.g., <i>Health Care Services Request</i> [CDC 7362], treatment logs, annual and bi-annual dental examination requests, daily dental encounter forms, screening forms) using dental program and institution databases and/or manual information tracking logs to ensure compliance with the IDSP P&P.					
35%	Enters patient appointment scheduling data and health record information into the dental scheduling tracking system and the electronic health record systems. Creates, monitors, and updates dental appointment schedules daily. Maintains, monitors, and tracks dental appointment scheduling logs. Coordinates emergency dental referrals to the appropriate dental yard or dental staff member. Receives, tracks, and distributes CDC 7362s to the proper dentist for dental treatment. Receives, distributes, and tracks <i>Trust Account Withdrawal Orders</i> (CDC 193) and appeals documents. Logs, monitors, and maintains health record information (Unit Health Record/Electronic Unit Health Record, Electronic Health Record System) for the dental patient being seen in compliance with Department P&P.					

Revised: TBD

	understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.	
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