

DUTY STATEMENT

DSH3002 (Rev. 2025-0408)


 California Department of
State Hospitals
Box reserved for Personnel Section

		RPA #	C&P Analyst	Date
Employee Name		Division Department of State Hospitals - Napa		
Position No / Agency-Unit-Class-Serial 480-521-1869-XXX		Unit Health Information Management Dept (HIMD)		
Class Title HEALTH RECORD TECHNICIAN I		Location Department of State Hospitals - Napa		
Subject to Conflict of Interest ☒ Yes ☐ No		CBID R04	Work Week Group: 2	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under close supervision, works with relatively structured records; and learns the principles of health data processing including detailed coding and basic abstracting.				
% 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).			
25%	Abstracts, codes, bills, reviews, analyzes, sorts, files, classifies, and obtains health information from all types of patient records.			
25%	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.			
25%	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.			
20%	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			
SUPERVISION RECEIVED				

Other Information	The Health Record Technician I functions under the close supervision of the Health Record Technician II (Supervisor) or the Medical Records Director. SUPERVISION EXERCISED None. 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. REQUIRED COMPETENCIES: INFECTION CONTROL – Apply 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 and vigilance in the identification of safety or security hazards, including infection control. AGE SPECIFIC – Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories: ☒ Young Adult(18-29) ☒ Early Adult(30-50) ☒ Late Adult(51-79) ☒ Geriatric(80+) THERAPEUTIC STRATEGIES INTERVENTION (TSI) – Applies and demonstrates knowledge of correct methods in the Therapeutic Strategic Intervention (TSI). CULTURAL AWARENESS - Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively. SITE SPECIFIC COMPETENCIES – Must possess thorough knowledge of laws, rules, policies, and procedures relating to HR. The Analyst is responsible for ensuring that state personnel policies and procedures are adhered to and all operations compliant to bargaining unit agreements and rules and regulations set forth by Hospital, local, state, and federal agencies. TECHNICAL PROFICIENCY (SITE SPECIFIC) – Demonstrates ability to provide technical expertise for consultation and guidance to hospital leaders; and to communicate effectively and prepare clear and concise reports. Excellent oral and written communication skills are required. This position utilizes various office
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equipment and computers on a daily basis; must have a working knowledge and be able to operate calculators, computers, printers, copiers, telephones, and fax machines, etc.; utilizes computer programs, including Word, Outlook, Excel, demonstrates proficiency in development and use of automated reports, spreadsheets and databases; and understands and follows the Information Practices Act and HIPAA requirement.

LICENSE OR CERTIFICATION

None.

TRAINING – Training Category = Type D

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

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 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 employee is required to work any shift and schedule in a variety of settings and security areas 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.

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 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 Signature	Date
	Reviewing Officer Signature	Date