

DEVELOPMENTAL SERVICES
PORTERVILLE DEVELOPMENTAL CENTER

LOCATION: CLINICAL RECORDS SERVICES

JOB TITLE: OFFICE TECHNICIAN (TYPING) –

GENERAL STATEMENT OF DUTIES: Under general supervision, serves in the Recorder/Unit Clerk Section of Clinical Record Services. Performs a variety of duties related to Clients' Individual Program Plan and is expected to consistently exercise a high degree of independence in performing assigned tasks. This position serves as the Recorder for the Residence/Unit, attends IPP team meetings, and takes comprehensive minutes of the discussions and prepares/types the IPP. Also attends TRM, TPM and Special meetings as requested. In this position, will perform client record reviews, filing, and purging of records and serves as the liaison with the IPCs and residence Program Management. This position will provide clerical support, document management, scanning documents, and be responsible for maintaining the volumes of documents and records. May be required to assist the Audit Team with comprehensive audits and perform other duties as required.

SUPERVISION RECEIVED: Office Services Supervisor II
Health Record Technician III

SUPERVISION EXERCISED: May serve as lead in absence of OSS II

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement.

TYPICAL WORKING CONDITIONS: Ongoing interaction with clients, facility personnel and the general public. Position requires prolonged periods of sitting, extensive use of telephones, and video data terminals. Must be able to work under tight deadlines and irregular hours may be necessary. Potential exposure to communicable diseases, blood borne pathogens, and other conditions common to a clinical nursing environment.

This position requires a knowledge of the Individual Program Plan System, the Clinical Records Documentation System, Active Treatment, Individual Program Plan documentation requirements, and facility recording requirements/policies/procedures. Must have the ability to operate various office machines including computer, scanner, copier, follow oral and written directions, read and write English at a level required for successful job performance, make clear and comprehensive reports, meet and deal tactfully with the public, work independently utilizing a wide knowledge of vocabulary, grammar and spelling, communicate effectively, possess good organizational skills and knowledge of medical terminology. Must be able to evaluate situations accurately and take effective action, demonstrate good judgement and ability to communicate effectively, and perform and train varied clerical functions without direction or with minimal supervision.

ESSENTIAL DUTIES (90%):

Attends IPP team meetings and takes comprehensive minutes of the team's discussions/decisions. Types client IPP forms per information provided by facility Individual Program Coordinators (IPC's) and minutes of the team's discussions/decisions; ensuring the IPPs are completed within established Clinical Records Services/Program/facility time frames and are consistent with required format. Ensures that the IPP Narrative Checklist is complete at every IPP team or a requested by the Interdisciplinary team. Serves as a liaison with Individual Program Coordinators, residences, and Program management staff.

Checks the Electronic IPP working folder for assessments due. Communicates with the appropriate disciplines through e-mail for missing assessments or corrections needed for the IPP. Reads and reviews written material for accuracy.

Responsible for filing client documents into the client's chart. Responsible for purging client documentation from the client's chart and forwarding documents to the document management area for scanning into the DMS system.

TYPICAL TASKS (10%):

Compiles, prepares, and maintains data collection sheets and various reports and documents.

Responsible for QA'ing client documents that have been scanned.

Assists with and carries out other duties as directed by supervisors.

Date:

Office Technician (Typing)

Supervisor