

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services		CLASSIFICATION TITLE Health Record Technician I				
		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:						
Under the general supervision of the Health Record Technician (HRT) II (Supervisor), the HRT I performs health information related functions according to established California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) policies as well as institutional Local Operating Procedures (LOP). The HRT I processes Release of Information (ROI) document requests, assists in sorting, prepping, and scanning patient documents, and maintains tracking logs of ROI requests.						
% 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. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
50%	Performs all functions related to the ROI processes, including patient access (Olsen Review), Litigation, and Mental Disorder Offender. Scans all ROI requests received into the Electronic Health Record System. Analyzes all submitted requests to determine whether or not the request is valid and Health Insurance Portability and Accountability Act compliant. Determines which documents (both electronic and paper) are appropriate to release for valid ROI requests. Submits On-Demand Requests to the Health Record Center as needed in order to obtain requested historical paper documents. Maintains logs for tracking processing status of all ROI requests. Performs all functions related to Patient Deficiency Management and Inpatient Census. Audits all inpatient documents, both electronically and paper generated, to ensure all required documents are present in the record and contain all required components. Scans paper-based documents after ensuring all deficiencies have been addressed. Audits inpatient charts daily and upon patient discharge. Communicates with clinical staff the need to address document deficiencies. Obtains completion of all identified deficiencies.					
25%	Assists in sorting, prepping, and scanning outpatient clinical documents into the Electronic Health Record System. Addresses all identified deficiencies with appropriate clinical staff. Completes					

	audits related to Health Information Management activities as requested. Gathers statistical information and creates reports for supervisory and clinical leadership and headquarters staff. Maintains dental records and provides dental records for all clinical appointments and transfers. Reviews records to ensure correct document placement.
10%	Updates Census and Data Discharge Information System (CADDIS) daily as new admissions and discharges occur. Utilizes various office equipment and tools (e.g., copiers, fax machines, email). Ensures that all communication is performed in a professional and courteous manner and that all information shared is in compliance with all laws, regulations, and policies governing the security and privacy of personal health information.
10%	Obtains community facility and outside provider medical reports for all patient encounters which occur away from the institution. Maintains tracking log to ensure all reports are received and reviewed by clinical staff.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Basic medical terminology, human anatomy and terminology; health record systems and methodology used by health facilities; classification of morbidity and mortality information for statistical purposes; various record systems used by health facilities; diagnostic techniques and modes of therapy; and an understanding of the principles of effective supervision and maintenance of good public relations. <i>Ability to:</i> Understand and conform to specific basic principles and rules of health data abstracting and coding; meet and deal tactfully with the public; communicate effectively; participate in academic and In-Service Training and job experience; must have the ability to analyze situations accurately and take effective action; plan, organize, train, and direct the activities of a group of HRTs. DESIRABLE QUALIFICATIONS Willingness to work at State correctional facilities and demonstrated leadership ability. OTHER DOMAINS SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT - CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public. SPECIAL PERSONAL CHARACTERISTICS - Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. - Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. - Ability to facilitate conversations as a coach and mentor, engaging in a respectful and 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