

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-121-1887-006				
UNIT NAME AND CITY LOCATED Medical Services – Health Information Management Sacramento		CLASSIFICATION TITLE Health Record Technician II (Supervisor)				
		WORKING TITLE Health Record Technician II (Supervisor)				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID S04	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Depot Park, 8300 Valdez Ave., Bldg. 5 Sacramento 95828				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the close supervision of the Health Records Technician (HRT) III (Supervisor), the HRT II (Supervisor) completes record and health information processing and release assignments following established California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services and Health Information Management (HIM) unit policies and procedures.						
% 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					
45%	Plans, directs, and monitors the daily work of HIM staff performing health information functions which include abstracting health record data such as history, diagnostic procedures, and treatments to ensure continuity of care of patient-inmates who are paroling. Processes requests in Electronic Health Record System (EHRS). Uploads copies of health records via secure file transfer portal, redacting protected health information if necessary, and counting and logging all records released to county agency providers for the purpose of continuity of care. Analyzes requests for Release of Information to determine if the request is valid and Health Insurance Portability and Accountability Act compliant. Works with highly sensitive and confidential information. Uses knowledge of statutes and regulations, as well as CDCR policies to protect the sensitive and confidential nature of the					

25% 20% 10%	information contained in the patient-inmate unit health record, such as drugs, alcohol, psychiatric, HIV, and other confidential medical information. Plans, organizes, monitors, and evaluates HIM operations to ensure quality health record information is available to authorized users. Ensure departmental health records are maintained in compliance with State and federal requirements, accepted health records standards, and CDCR policies and procedures to protect confidential health record information. Conducts and provides training for health record staff including, but not limited to, information about health record systems, release of health information, and retention and destruction of health records. Participates in and facilitates meetings. Collects and reviews monthly attendance reports. Completes probationary performance reports, annual staff evaluations, and individual development plans for subordinate staff. Assists in the hiring process for new employees. Effectively contributes to departmental equal opportunity objectives. Assists in processing complex requests for the release of health information. Acts as a departmental liaison with departmental health care and other professionals, outside agencies, organizations, and individuals. Participates in approved medical staff committees. Works on special projects and assignments when authorized. Performs other related duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Basic medical terminology, human terminology and human anatomy; health record systems and methodology used by health facilities; classification of morbidity and mortality information for statistical purposes. Must possess a detailed knowledge of the various record systems used by health facilities; diagnostic techniques and modes of therapy as well as gross anatomy and medical terminology; an understanding of the principles of effective supervision and maintenance of good public relations; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives. <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; and benefit from 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 health record technicians; and effectively contribute to the Department's affirmative action objectives. DESIRABLE QUALIFICATIONS Work independently in a team setting. 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 - Persons appointed to this position must be reasonably expected to exert up to 25 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.

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