

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 577-140-1379-001	
Class: Office Assistant (Typing) Medical Records	
Under the direct supervision of the Health Records Technician II (Supervisor), the Office Assistant (Typing) will assist with various Medical Records department functions and tasks. Maintain awareness of and follow appropriate CalVet/Veterans Homes guidelines. Exercise good judgment, initiative, and tact in dealing with public contacts, residents, supervisors and managers.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Responsible to thin/purge active Medical Record documentation according to chart thinning guidelines and file appropriately in the overflow medical chart. Maintain control of charts checked out for review and ensure timely return of charts to Medical Record Department. Maintain general order of charts contained in chart room.
20%	Ensure all original assessments and necessary original documentation are properly maintained in the active record. Compile, categorize and file documentation in discharges charts. Perform various audits of resident charts as directed. Assist with Medical Record Release of Information requests with authorized parties within and outside the home.
15%	Provide clerical support for the Medical Records Department; answer telephone; operate personal computer; type, copy, fax, file and route department incoming/outgoing correspondence/documents.
10%	Use the electronic health record efficiently for inputting and retrieving information electronically. Scanning of paper charts as needed. Print updated face sheets and distributes to units.
5%	Perform various clerical duties for Health Records Technician II as they develop, or as directed.
5%	Obtain bids, place telephone orders, and prepare form 5's for equipment & supply items; arrange & schedule meetings; assist in compiling data for special projects.
5%	Must maintain a valid CPR and First Aid certification.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	25% or less	26% to 49%	50% to 74%	75% or More
VISION: View computer screen; Review mail; prepare and proofread various forms and documents, receive visitors.					X
HEARING: Answer telephone, communicate with co-workers; answer inquiries and provide verbal information.					X
SPEAKING: Communicate in English to staff, residents, etc. in person and via telephone; provide information; answer inquiries and provide verbal information.				X	
WALKING: Distribute mail and other information; file, copy documents.				X	
SITTING: At desk to perform clerical duties.				X	
STANDING: Copy documents, distribute mail, file documents.			X		
BALANCING: While standing or sitting.					X
CONCENTRATING: While performing various duties.					X
COMPREHENSION: Understand verbal and non-verbal communication.					X
WORKING INDEPENDENTLY: Must be able to work alone performing various duties.				X	
LIFTING UP TO 10 LBS:			X		
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone and computer keys and mouse. Sort and file various documents.					X
REACHING: Answer telephone, use a mouse, access files. Retrieve documents from printer.				X	
CARRYING: Mail and assorted documents.				X	
CLIMBING: Use step stool to reach higher items.		X			
BENDING AT WAIST: Use copier, access low file drawers.					X
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close doors and file drawers, portable tote, file cart.				X	
HANDLING: Sort and distribute mail, correspondence, files and paperwork.					X
DRIVING: As required.		X			
OPERATING EQUIPMENT: Computer, telephone, copy machine, fax machine, postage machine, and various other office related equipment.					X
WORKING INDOORS: Enclosed office environment				X	
WORKING OUTDOORS: Special events, transport documents.		X			
WORKING IN CONFINED SPACE: File room, supply and storage room etc.			X		