DEPARTMENT OF DEVELOPMENTAL SERVICES
STATEWIDE CLINICAL SERVICES DIVISION
STATE OPERATED FACILITIES BRANCH
CANYON SPRINGS COMMUNITY FACILITY
QUALITY ASSURANCE DEPARTMENT

DUTY STATEMENT

EMPLOYEE NAME:
JOB TITLE: Analyst I
WORKING TITLE: Health Records Analyst
POSITION NUMBER: 472-103-5157-003
SUPERVISOR TITLE: Program Compliance Supervisor

POSITION DESCRIPTION:

Under the direction of the Program Compliance Supervisor, the Analyst I serving as a Health Records Analyst (HRA) performs analytical, technical, administrative, and health information management duties supporting the Quality Assurance Department at an Intermediate Care Facility for Individuals with Intellectual/Developmental Disabilities (ICF/DD). This developmental analytical position applies foundational analytical skills to audit, gather, tabulate, reconcile, interpret, and analyze data; conduct compliance reviews; support program evaluation; plan and conduct training; and interpret regulations. In addition, the incumbent performs comprehensive health information functions and serves as the facility's HIPAA Privacy Official.

SUPERVISION RECEIVED:

Reports directly to the Program Compliance Supervisor.

SUPERVISION EXERCISED:

None.

EXAMPLES OF DUTIES:

Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical / emotional wellbeing of all individuals. This essential function will be ongoing when performing the following duties:

30% HIPAA Privacy Oversight & Compliance Monitoring

- Reviews requests for information, authorizations, subpoenas, and legal documents to ensure validity and compliance.
- Documents and processes requests for and release of protected health information (PHI) in accordance with all applicable rules, laws, and regulations.
- Develops, updates, and implements HIPAA privacy policies and procedures and conducts required training for staff.
- Prepares monitoring tools, conducts audits, analyzes results, and develops compliance recommendations.
- Investigates privacy complaints, recommends corrective actions, and collaborates with IT and external agencies.

25% Health Records Management & Regulatory Documentation Processes

- Maintains clinical record policies and procedures ensuring compliance with regulations.
- Is responsible for the transfer of records into and out of Canyon Springs, ensures all transfer of confidential information complies with facility policy and procedure, privacy rules, laws, and regulations.
- Monitors and records record reviews by other agency personnel in accordance with HIPAA and facility policy and procedure.
- Oversee ADT (admission, discharge, transfer) documentation and census functions.
- Completes billing processes and procedures including Fee for Service and Medicare.
- Ensures records across nursing stations meet retention and accuracy requirements.
- Works collaboratively and cooperatively with Clinical Records staff across the Dept. as required.

15% Analytical & Program Evaluation Functions

- Audits, gathers, tabulates, compiles, reconciles, interprets, and analyzes data.

- Conducts administrative compliance reviews, field evaluations, and audits.
- Assists in planning, implementing, monitoring, forecasting, and evaluating assignments and program initiatives.
- Interprets laws, regulations, and policy; advises management on potential impacts.
- Reviews proposed legislation and may assist in drafting regulations and policies.

10% Documentation Follow-Up & Audit Communication

- Maintains and distributes events due lists and distributes to staff responsible for completion.
- Communicates audit findings and documentation requirements to clinicians and program staff.
- Provides recommendations for improving compliance and documentation accuracy.

10% Record Filing, Maintenance & Electronic Systems

- Files and maintains manual, automated, and digital records.
- Updates electronic systems including Treatment Profiles and assists physicians with authentication of electronic records.
- Monitors, and maintains the integrity of the physical clinical record for all individuals.

5% Committee Participation & Interdisciplinary Coordination

- Participate in facility committees including Paperwork Management & Forms Committee and other committees, workgroups, or project teams as assigned.
- Supports committees by processing required documentation, tracking expiration dates, and providing records as indicated.
- Writes and distributes invitation letters to IPPs and other notices to families/authorized legal representatives, regional centers, and courts, as required.

5% Other Duties as Required

- Other duties consistent with the Analyst I duty statement as assigned.
- May travel on state business.

WORKING CONDITIONS:

Work involves ongoing interaction with individuals with developmental disabilities who may exhibit challenging behaviors. Movement throughout the facility

required. Exposure to clinical environments, communicable diseases, and varied temperatures. Work extended hours and/or varied shifts.

PHYSICAL DEMANDS:

Must maintain strength, agility, and sensory ability to perform duties contained in this duty statement.

DESIRABLE QUALIFICATIONS:

Foundational analytical organizational, communication, and documentation skills consistent with Analyst I duties. Experience in health information management, HIPAA compliance, and clinical records processing. Ability to interpret laws and regulations, conduct audits, and communicate effectively. Proficiency in Microsoft Office and electronic health record systems.

_____	_____	_____
Employee Name [print]	Employee Signature	Date

_____	_____	_____
Supervisor Name [print]	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.