

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services CCHCS)		POSITION NUMBER (Agency – Unit – Class – Serial) 042-121-1887-010				
UNIT NAME AND CITY LOCATED Medical Services, Health and Imaging Records Center Sacramento		CLASSIFICATION TITLE Health Record Technician II (Supervisor)				
		WORKING TITLE Health Record Technician II				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP 2	CBID S04	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications) 8:30 AM to 5:00 PM		SPECIFIC LOCATION ASSIGNED TO Depot Park, 8300 Valdez Avenue, Sacramento				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Correctional Health Care Services (CCHCS) is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.</p> <p>CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.</p>						
PRIMARY DOMAIN:						
<p>Under the direction of the Health Record Technician III, Health Information Management (HIM) Services, the Health Record Technician (HRT) II (Supervisor) directs, supervises, trains, and evaluates work activities as it pertains to various record systems used by health facilities, diagnostic techniques and modes of therapy in the Health and Imaging Records Center (HIRC). The HRT II (Supervisor) supervise a group of staff doing routine coding work; review prepared abstracts for completeness, clarity and quality of content; assist in the training and instruction of records personnel in facilities providing data; may write reports of findings; and perform other related duties. Responsibilities include development of policies, procedures, training, technical competencies, decision support, management reports, standardized duty statement, and staffing models.</p>						
% 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 subordinate staff performing health information functions, which include abstracting health record information, processing electronic and paper health records, reviewing and processing requests for release of health information, dental film maintenance and storage, radiographic exam images maintenance and storage, file maintenance, health information interpretation, simple analysis of health records, shipping and/or receiving health records to/from the institution, preparation and dissemination of statistical reports, and other duties supporting the HIRC. Trains and monitors Radiology Information System (RIS), Picture Archiving and Communication System (PACS). Ensures staff work is completed in a timely manner. Ensures safekeeping and availability of designated departmental health records. Provides supervision and leadership to staff performing record audits, storage, retention, archiving, and destruction duties according to CDCR policies and procedures.					
25%	Plans, organizes, monitors, and evaluates HIRC operations to ensure quality health record information is available to authorized users. Ensures departmental health records are maintained in					

<p>15%</p> <p>10%</p> <p>5%</p>	<p>compliance with State and Federal requirements, accepted health records standards, and CDCR policies and procedures to protect confidential health record information.</p> <p>Conducts/provides training for health record staff that includes, but is not limited to, information about health and radiologic record systems, release of health information, and retention/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. Participates in the hiring process for new employees. Effectively contributes to departmental equal opportunity objectives.</p> <p>Participates in processing complex requests for the release of health information. Acts as a departmental liaison with departmental health care/other professionals, outside agencies, organizations, and individuals. Participates on approved medical staff committees. Works on special projects/assignments when authorized.</p> <p>Performs other duties as required.</p>	
<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: 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.</p> <p>Ability to: 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.</p> <p>Knowledge of: In addition to the above, 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.</p> <p>Ability to: In addition to the above, 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.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>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.</p>		
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</p>		
<p>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.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>