SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

DUTY STATEMENT

RPA/647#- -	EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT ***California Correctional Health Care Services***	POSITION NUMBER (Agency - Unit - Class - Serial) 435-213-1869-001
UNIT NAME AND CITY LOCATED Health Care Services, ***PVSP* - Coalinga**	CLASS TITLE HEALTH RECORD TECHNICIAN I (HRTI)
WORKING DAYS AND WORKING HOURS 8:00 a.m. to 4:30 p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO MEDICAL RECORDS
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 435-213-1869-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the supervision of the Health Record Technician II (Supervisor) (HRTII), the Health Record Technician I (HRTI), assists health care staff with documenting pertinent clinical information using the principles of health data processing including detailed coding and basic abstracting in compliance with regulations and departmental policies. The HRTI also uses approved written established criteria, and acceptable professional practices to ensure that patient records are developed and maintained properly.

% 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. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS
35%	Assists in the review of every clinical chart, ensuring the health record is properly maintained, and all available information is filed quickly and readily accessible in the unit health record (UHR) each time the patient sees clinical health care staff. Obtains completion of deficiencies by notifying clinical staff using the approved deficiency notice policy and telephone paging system. Assists with quality assurance audits, and abstracts data from UHR as requested by auditing teams. Assist in maintaining patient UHR in reverse page sequence, coding, and combining acute general stays where appropriate.
35%	Works with highly sensitive confidential information. Uses knowledge of statutes and regulations, as well as departmental policies, to protect the sensitive and confidential nature of the information contained in the patient UHR, such as drugs, substance abuse, mental health information, and HIV information. Abstracts health care information from patient UHR as requested for use by various health care services committees. Assist Health Care Services staff with committee duties, such as attending committee meetings, taking minutes and preparing agendas and reports.
25%	Assists health records staff with the retrieval of health-related information and records, typing, filing of information and records, duplicating information, and with the release of confidential information adhering to statutory and regulatory laws required within the Health Records Unit. Rotates through positions within the Health Records Unit for the Purpose of cross-training in the operation of the services.
5%	Assist in filing correspondence, chronos, lab, x-ray and other medical reports in outpatient/inpatient health records and processing of inpatient Infirmary records. Attends In-Service Training as required and performs other duties as needed.

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% 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. *(Use additional sheet if necessary)*

KNOWLEDGE AND ABILITIES

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.

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.

DESIRABLE QUALIFICATIONS

Interpersonal Skills: Work independently or in a team setting. Demonstrate the ability to act independently, open-minded, flexibility, and tactfulness.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

I am aware and understand that confidentiality of the health record and its contents is a requirement in this classification. In signing this duty statement I certify that I will uphold the Title 22 rules and regulations regarding confidentiality. I have read and received a copy of this Duty Statement.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
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