

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. MDRCEXMEA16R
---

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-ADRIAN/GUS HARRISON FAC
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> BUREAU OF HEALTH CARE SERVICES
<b>4. Civil Service Position Code Description</b> MEDICAL RECORDS EXAMINER-E	<b>10. Division</b> Health Care Administration
<b>5. Working Title (What the agency calls the position)</b> Medical Records Examiner	<b>11. Section</b> Nursing and Ancillary Health Care Services
<b>6. Name and Position Code Description of Direct Supervisor</b> KORTE, KIMBERLY A; REGISTERED NURSE MANAGER-4	<b>12. Unit</b> Gus Harrison Correctional Facility
<b>7. Name and Position Code Description of Second Level Supervisor</b> BARTH, HEATHER M; REGISTERED NURSE DIRECTOR-3	<b>13. Work Location (City and Address)/Hours of Work</b> 2727 E. BEECHER STREET, ADRIAN, MI 49221 / 40 Hours per week

**14. General Summary of Function/Purpose of Position**

Responsibility for maintaining prisoner health records in accordance with federal/state statutes and departmental policies and procedures. Assisting with documenting the diagnosis code on prisoner records. Maintenance of health care databases. Performs continuous quality improvement activities/reports. Coordinates the distribution of health record information. Processes release of information requests. Prepares hard copy health records for transfer and receives hard copy of health record. Trains new health care employees with the Electronic Medical Record (EMR). Coordinates and tracks specialty health care appointments. This employee works within the secure perimeter of these correctional facilities.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 30**

In charge of organization and maintenance of the medical record area in accordance with state/federal statutes, departmental policies and procedures, and national and accreditation body standards.

**Individual tasks related to the duty:**

- Assures that hard copy medical records are pulled for health care providers as determined by the Health Unit Manager (HUM) and files records at the end of the day.
- Assures that all specialty care consults, diagnostic test results, and all other patient care reports and documents are provided to the medical practitioner or other qualified health care provider on a timely basis.
- Assures that all diagnostic test results or other documentation is reviewed and signed by the appropriate medical provider or qualified health care professional before filing.
- Maintains hard copy of health record by filing reports and documents in a timely manner.
- Assists Medical Practitioners with entering medical diagnoses in the EMR.
- Completes periodic inventory of medical records and x-rays and requests from and returns records to storage as needed.

**Duty 2**

**General Summary:**

**Percentage: 25**

Enters, collects, coordinates, and maintains health care information in the EMR and other computer programs.

**Individual tasks related to the duty:**

- Prints electronic reports in a timely manner, providing information to qualified health professionals.
- Schedules health care appointments as assigned.
- Updates prisoner health care information and maintains reports and logs associated with the delivery of health care.
- Enters information for the purpose of updating and maintaining health care information into the EMR and other data bases to include but not limited to OMNI.
- Enters downtime template for health care staff into the EMR when needed.
- Obtains reports and information from the EMR and other databases including but not limited to OMNI and distributes to qualified health care professionals.
- Maintains health care information.
- Trains all new health care employees in the use of the EMR.
- Assures that Bureau of Health Care Services (BHCS) forms are distributed and implemented as necessary.

**Duty 3**

**General Summary:**

**Percentage: 20**

Assists in the coordination of offsite specialty service activities and appointments.

**Individual tasks related to the duty:**

- Maintains specialty services reports and logs electronically and/or hard copy.
- Assures approvals are obtained and tracked.
- Assures that appropriate patient preparation is scheduled as necessary for diagnostic and specialty appointments.
- Makes appointments and coordinates on-site and off-site medical appointments as necessary based on facility operations.
- Assures that documents such as specialty reports are complete.

**Duty 4****General Summary:****Percentage: 10**

Serves as the overall quality improvement assistant to the HUM. Is a member of the Quality/Performance Improvement Team and participates in quality improvement.

**Individual tasks related to the duty:**

- Participates in quality/performance improvement studies and activities.
- Assists the HUM with the collection of health care data.
- Identifies problems with documentation in health records, bringing information to individual health care employee or HUM.
- Investigates quality issues as assigned by the Health Unit Manager.
- Compiles monthly reports as designated.

Participates in facility case management team meetings.

**Duty 5****General Summary:****Percentage: 10**

Coordinates the distribution of health care information due to record requests or litigation and actively promotes the MPRI program.

**Individual tasks related to the duty:**

- Reviews requests from prisoners, families, general public, state employees, government agencies, attorneys, etc. for patient information for proper authorization to release information from the health record. Processes record requests in accordance with federal/state statutes and departmental policies and procedures.
- Assists prison litigation coordinator by providing pertinent health information as needed.
- Represents the MDOC in court as needed.
- Ensures that the MPRI team has the appropriate copies of the offender's medical record to ensure a seamless entry into the community health care system.
- Completes the Release of Information as well as coordinating the provision of copies with the MPRI coordinator at the facility.
- Acts as the health record liaison between the prisoner, the MDOC MPRI program, and the health care system in the community.
- Attends the MPRI meeting if assigned by the HUM.
- Actively promotes the MPRI program.

**Duty 6****General Summary:****Percentage: 5**

Health Care Team Member.

**Individual tasks related to the duty:**

- Performs other duties as assigned.
- Assists with related assignments when other employees are on annual leave, sick leave, or when positions are vacant.
- Serves as back-up in picking up, sorting and distributing mail to health care staff.
- Attends staff, performance improvement, and case management meetings.
- Attends training.

Provides training to other health care employees as needed.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Decisions related to the maintenance of the medical record.

**17. Describe the types of decisions that require the supervisor's review.**

Decisions which involve unfamiliar circumstances or have significant or financial or legal implications.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

This employee works within the secure perimeter of a correctional facility. The job duties require an employee to work under stressful conditions. He/she must be able to sit, stand, walk, lift and carry 30 pounds 10 feet. Must be able to walk up and down two flights of stairs. Must be able to life, file, and retrieve records overhead and at floor level. This position has regular unsupervised access to and direct contact with prisoners.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This employee maintains the health record system at a correctional facility.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The Michigan Department of Corrections (MDOC) now has an EMR which is used 100% by health care providers. The handling of the hard copy record has decreased.

25. What is the function of the work area and how does this position fit into that function?

This employee works within the health care clinic. He/she assures that qualified health care professionals have the information needed to provide direct patient care to prisoners.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of an associate's degree in health information or medical record technology.

**EXPERIENCE:**

**Medical Record Examiner 8:** No specific type or amount is required.

**Medical Record Examiner 9:** One year of experience equivalent to a Medical Record Examiner 8.

**Medical Record Examiner E10:** Two years of experience equivalent to a Medical Record Examiner, including one year equivalent to a Medical Record Examiner 9.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of medical record keeping techniques and procedures.

Knowledge of accreditation body regulations and State and Federal statutes governing medical record creation and use.

Knowledge of medical record indexing, coding and abstracting methods.

Knowledge of reference materials used in the field of medical science.

Knowledge of medical terminology.

Knowledge of research methods.

Ability to design and maintain a medical record system.

Ability to interpret and apply policies, regulations and laws to the work area.

Ability to establish policies and procedures.

Ability to obtain and use confidential information discreetly and objectively.

Ability to develop procedural manuals and training materials.

Ability to communicate effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certification by the American Health Information Management Association as a Registered Health Information Technician or Registered Health Information Administrator.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

The incumbent is subject to random drug and alcohol testing.

***I certify that the entries on these pages are accurate and complete.***

SHARON OPEL

8/4/2021

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date