

1. Position Code
GNOFASTES61R

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Michigan Department of Corrections/CFA
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Classification of Position General Office Assistant 5-E7	10. Division Health Care
5. Working Title of Position (What the agency titles the position) Medical Record Assistant (GOA)	11. Section Clerical Support
6. Name and Classification of Direct Supervisor Nicki Monroe; Health Unit Manager-4 15	12. Unit Oaks Correctional Facility (ECF)
7. Name and Classification of Next Higher-Level Supervisor Magen Oaks; Acting Director of Nursing-3 17	13. Work Location (City and Address)/Hours of Work 1500 Caberfae Highway, Manistee, MI 49660 40 Hours Per Week

14. General Summary of Function/Purpose of Position

This employee provides the full range of clerical duties within Michigan Department of Corrections Health Care Clinics. He/she works for the Medical Records Examiner Supervisor performing clerical duties within the health care clinic. This employee assists both the Medical Record Examiner and Secretary with completion of clerical duties necessary to operate a health care clinic. Assists the HIM to ensure that the necessary medical record information is provided to the MPRI team to ensure a seamless entry into the community. Actively promotes the MPRI program.

For Civil Service Use Only

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 35

Medical Record management

Individual tasks related to the duty.

- Enters patient information into the electronic health record as directed by the Health Unit Manager/Medical Records Examiner.
- Assists the MRE in compiling reports for review.
- Provides information to Health Unit Manager and Medical Record Examiner for follow-up.
- Obtains electronic reports from various computer programs on a regular basis and distributes as needed.
- Distributes incoming lab, x-ray and other diagnostic reports to appropriate qualified health care staff.
- Enters information into the EHR and other data bases to include but not limited to OMNI.
- Consults with the Medical Records Supervisor regarding medical record management issues.

Duty 2

General Summary of Duty 2 % of Time 15

Management of Medical Record-Hard Copy

Individual tasks related to the duty.

- Receives, unpacks, and files hard copy of medical record upon prisoners transfer into the facility.
- Assists in preparing and packing the medical record when notified of prisoner transfer out of the facility.
- Assures that documents are forwarded when the prisoner leaves the facility.
- Pulls/files hard copy medical record for medical, dental, nursing, and mental health staff as needed.
- Files loose filing in hard copy of the medical record within 5 business days of receipt.
- Makes copies of health records as designated under the supervision of the Medical Records Examiner.
- Repairs damaged records; purges and forwards to storage as needed.
- Assists Medical Records Examiner in the inventory of medical record and x-ray files.

Duty 3

General Summary of Duty 3 % of Time 35

General Clerical Duties

- Type documents to include meeting minutes, reports, memorandums, offsite details, grievance responses, etc.
- Retrieves incoming health care mail and delivers outgoing mail to the mail room.
- Stamps incoming mail, including diagnostic test results, speciality service reports, and other prisoner health care related documents. Delivers mail to appropriate staff member.
- Assists with monthly statistical and other reports.
- Coordinates required reading for all health care staff as necessary.
- Serves as back up for scheduling appointments for medical, nursing, dental, mental health, dietitian, optometry and x-ray technician in the EHR Scheduling Program and enters into the facility "Call Out" scheduling system.
- Serves as back up timekeeper for all health care staff.
- Takes STAT laboratory tests to the laboratory, driving to local hospital other designated site.

Duty 4

General Summary of Duty 4 % of Time 15

Health Care Team Member

Individual tasks related to the duty.

- Completes all other duties as assigned.
- Attends meetings and serves on committees.
- Attends training.
- Assists with Quality/Performance Improvement Activities and Reports.
- Assists the HIM to ensure that the necessary medical record information is provided to the MPRI team to ensure a seamless entry into the community.
- Actively promotes the MPRI program.

Duty 5

General Summary of Duty 5 % of Time

Individual tasks related to the duty.

Duty 6

General Summary of Duty 6 % of Time

Individual tasks related to the duty.

- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Decisions related to clerical duties.

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

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

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

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 lift, file, and retrieve records overhead and at floor level.

- 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
N/A			

20. My responsibility for the above-listed employees includes the following (check as many as apply):

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

21. *I certify that the above answers are my own and are accurate and complete.*

 Signature

 Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

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

23. What are the essential duties of this position?

This employee provides clerical support for health care.

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

The MDOC now has an electronic medical record which is used 100% by health care providers. The handling of the hard copy record has decreased significantly.

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. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

High School Diploma

EXPERIENCE:

One year experience equivalent to an E-7.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of medical terminology.

Ability to use a variety of computer programs.

Ability to organize work day and be flexible.

Skill to read documents and compare the information to specific criteria.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date