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|  |  | |  |  | | --- | --- | | |  | | --- | | 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. | | |  | | |  |  | | --- | --- | | **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** | |  | Michigan Department of Corrections (MDOC) | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | Bureau of Health Care Services | | **4. Civil Service Position Code Description** | **10. Division** | | Medical Records Examiner Supervisor-2 12 | Medical Records | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Health Informatics Manager | Health Care | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | Johanna Andersen; State Administrative Manager-1 15 | Jackson Central Region | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | Marty Kay Sherry; Senior Management Executive 19 | Ionia Complex/80 hrs. | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | The Regional Health Information Supervisor provides supervisory direction to the centralized schedulers, provides leadership and oversite of the Medical Record Examiners at his/her assigned facilities. This position acts as a subject matter expert for the Electronic Health Record, Centralized Scheduling and Health Record Policies and Procedures. This position is a trainer for the Electronic Health Record. Responsibilities also include serving as an active member on several statewide committees and workgroups. | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **55** | | Oversee the unit responsible for the PHR including its functionality, maintenance, integrity, and efficiency of workflow as well as Supervision of staff and those supporting the Prisoner Health Record (PHR) | | | | **Individual tasks related to the duty:** |  |  | | * Acts as PHR subject matter expert representing BHCS (Bureau of Health Care Services). * Works in partnership with BHCS leadership and staff to ensure that the PHR meets the clinical priorities for BHCS and promotes the ability to generate reports and monitor patient outcomes. * Establishes a system for education and training related to the PHR including mentoring of vendor staff. * Works collaboratively with the Health Services Administrator, Assistant Health Services Administrator, Directors of Nursing and Health Unit Managers to develop documentation standards and templates along with addressing problems related to the PHR that are received from mental health care staff. * Approve leave usage and develop performance factors and conducts evaluations with staff. * Oversee the development of training materials and the training of staff. * Assist staff in problem solving. * Conduct staff meetings. * Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion. * Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinate employees. * Evaluates and verifies employee performance through the review of completed work assignments and work techniques. * Identifies staff development and training needs and ensures that training is obtained. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | 20 | | Plans, develop, and oversee the health information system for BHCS consistent with standards of accredited and regulatory agencies and requirements of the health care system. | | | | **Individual tasks related to the duty:** |  |  | | * Develops policies and procedures for documenting, storing, and retrieving information, and for processing medical-legal documents, medical release forms, and other miscellaneous correspondence requests in conformance with federal, state and local statutes. * Oversees staff to ensure that they are aware of and alert to changes in laws and practices in health information management and compliance through regular research/reading. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | 15 | | Lead and serve on Statewide workgroups, committees and teams as appropriate. | | | | **Individual tasks related to the duty:** |  |  | | * Sits on the Health Information Advisory Committee (HIAC). * Leads and facilitates meetings, collaborates with the BHCS staff, and works in partnership with the various State agencies. * Participates in the Statewide BHCS Performance Improvement Team, Contract Meetings, and other committees as assigned. | | | | **Duty 4** | | | | **General Summary:** | **Percentage: 5** |  | | Advises MDOC/Healthcare/Mental Health staff specific to health-related information that is part of any legal action against the Department. | | | | **Individual tasks related to the duty:** |  |  | | * Advises and directs staff related to questions regarding individual court orders, discovery requests and inquiries made by plaintiff attorneys, Ombudsmen, Assistant Attorney Generals, etc. * Responds to requests from individuals, agencies, hospitals, courts, etc., for patient information in accordance with statutes and department regulations regarding confidential information. * Explain rules, regulations, policies and procedures to staff to assist them in conforming to record requirements. | | | | **Duty 5** | | | | **General Summary:** | **Percentage:** | 5 | | Performs other related duties as assigned. | | | | **Individual tasks related to the duty:** |  |  | | * Maintains records, prepares reports and conducts correspondence related to health information areas. * Assist with SLA (Service Level Agreements) audits and development as requested. * Other duties as assigned. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Preparation and maintenance of office records, reports and correspondence relative to the electronic health record.  Decisions related to the maintenance, integrity and security of the medical record.  Decisions related to the information reviewed by the Health Information Advisory Committee.  Decisions related to your specific duties. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Any recommendations, modifications and/or changes to the PHR. Any issues that impact the BHCS or Department goals and objectives or when there is a perceived legal or political impact on the Department. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **18. What kind of physical effort is used to perform this job? What environmental conditions in this position are physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.** | | |  |  | | |  | | --- | | Position involves sitting in front of a computer and looking at a computer screen and using a keyboard for data input for 90% of the time, and 10% of the time involves participating in meetings, leading workgroups, and training staff. Travel to the facilities as needed. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | | Two Medical Record Examiner E-10/E-8 positions  Four Central Schedulers GOA 8-10 positions. | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | Y | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | Y | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | Y | |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | Y | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | Y | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | Y | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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?** | | | |  |  | |  | |  | | --- | | * Communication with various Administrators and BHCS Staff * Identifying and recognizing important information and disseminating it to leadership and/or share it with the appropriate staff * Ability to work independently and handle stressful situations | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | Changes in supervision, employee retired | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The position exists within the Department of Corrections, Bureau of Health Care central office and is part of the administrative team necessary to coordinate a system of health care delivery for prisoners specific to scheduling, PHR and health information management. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** | | | | | | |  | |  |  |  |  |  |  |  | | |  | | --- | | **EDUCATION:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Associate or bachelor’s degree in health information technology with current certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT). | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | 4 years of experience equivalent to a Medical Record Examiner including 2 years equivalent to a Medical Record Examiner E10 or 1-year equivalent to a Medical Record Examiner Supervisor 1 or 5 years of administrative support supervisor experience maintaining medical record system. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Must be able to communicate effectively, both verbally and in writing. Must possess or have the ability to quickly assimilate knowledge of health care issues, demonstrate consistently sound judgment and demonstrate extensive knowledge of health information management or healthcare informatics. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Certifications by American Health Information Management Association (AHIMA) as a Registered Health Information Technician (RHIT), and Registered Health Information Administrator (RHIA) or a Certificate in Health Informatics. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | n/a | |  | |  |  |  | | | |  |
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|  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***I certify that the entries on these pages are accurate and complete.*** | | | |  | |  |  |  |  |  | |  | |  | | --- | | Johanna Andersen | |  | |  | | --- | | 10/11/2024 | |  | |  |  |  |  |  | |  | |  | | --- | | **Appointing Authority** | |  | |  | | --- | | **Date** | |  | |  |  |  |  |  | | | |  |
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