

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

Position Code 1. GNOFASTEQ75R

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-BELLAMY CREEK FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services(BHCS)
4. Civil Service Position Code Description General Office Assistant-E	10. Division Health Care Administration
5. Working Title (What the agency calls the position) Health Care Clerical Assistant	11. Section Nursing and Ancillary Health Care Services
6. Name and Position Code Description of Direct Supervisor LAMBART, TODD; REGISTERED NURSE MANAGER-4	12. Unit Richard A. Handlon Correctional Facility
7. Name and Position Code Description of Second Level Supervisor BUSSELL, KARMEN M; REGISTERED NURSE DIRECTOR-3	13. Work Location (City and Address)/Hours of Work 1727 W BLUEWATER HWY; IONIA, MI 48846 / 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 (MDOC) Health Care Clinics. He/she works with the Medical Records Examiner (MRE) Supervisor performing clerical duties within the health care clinic. This employee assists both the MRE and Secretary with completion of clerical duties necessary to operate a health care clinic. Serves as back up support to the Health Information Manager (HIM) to ensure that the necessary medical record information is provided to the MPRI team to ensure a seamless entry into the community.

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: 35

Medical Record management

Individual tasks related to the duty:

- Enters patient data information into the electronic medical record as directed.
- Maintains and tracks medical information.
- Reviews medical and health care information and compiles reports as needed.
- Provides information to HUM and MRE for follow-up.
- Obtains electronic reports on a regular basis and distributes as needed.
- Reviews and distributes incoming lab, x-ray and other diagnostic reports to appropriate qualified health care staff.
- 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.
- Obtains reports and information from the EMR and other databases including but not limited to OMNI and distributes to qualified health care professionals.

Duty 2

General Summary:

Percentage: 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.
- Prepares and packs hard copy of medical record when notified of prisoner transfer out of the facility.
- Assures that restricted medication and all documents are forwarded when the prisoner leaves the facility.
- Obtains hard copy medical record for medical, dental, nursing, and mental health staff as needed and files at the end of the day.
- Files loose filing in hard copy of the medical record within 5 business days of receipt.
- Makes copies of health records as designated.
- Repairs damaged records; purges and forwards to storage as needed.
- Assists MRE in audit of medical record and x-ray files and forwards to storage as appropriate.

Duty 3

General Summary:

Percentage: 35

General Clerical Duties

Individual tasks related to the duty:

- Type documents to include meeting minutes, reports, memorandums, off site 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.
- Schedules appointments for both on site medical services and specialty care in the EMR 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:

Percentage: 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.
- Serves as a back-up support to 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.

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

Decisions related to clerical duties.

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

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 provides clerical support for health care.

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

CS review of duties which are more suitable as a GOA.

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:

Education typically acquired through completion of high school.

EXPERIENCE:

General Office Assistant 5

No specific type or amount of experience is required.

General Office Assistant 6

One year of administrative support experience.

General Office Assistant E7

Two years of administrative support experience, including one year equivalent to the intermediate level.

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:**

None

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.

NA

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

Appointing Authority

6/11/2018

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