

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 MDHHS-KALAMAZOO PSYCHIATRIC HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Medical Records Examiner-E	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor SMITH, RENEE; MEDICAL RECORD EXAM SPV-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor MOORE, CONOR; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Kalamazoo Psychiatric Hospital / Monday - Friday 8:00 A.M. - 4:30 P.M.
14. General Summary of Function/Purpose of Position This is a key position in the Health Information Department. Employees in this position perform a variety of functions designed to maintain the health information management system in accordance with hospital policies and procedures, DHHS rules and regulations, and accrediting and regulatory requirements. This position is primarily responsible for managing the release of patient information process, and functions as the back-up Assistant Freedom of Information Act (FOIA) Coordinator, as well as the back-up in the absence of the department director.	

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: 40**

Responsible for managing the Release of Information process.

Individual tasks related to the duty:

- Responds to requests for release of patient information in accordance with MDHHS and hospital policies, federal and state laws/statutes, and standards from accrediting, funding, and regulatory organizations. More specifically, processes requests in accordance with the requirements of the Michigan Mental Health Code and HIPAA regulations.
- Requests patient information from courts, funders, or other providers for the purposes of continuity of patient care.
- Processes release of information requests within the time frames set forth by the department director, but no longer than 30 days from the receipt of the request.
- Logs, tracks and maintains record of requests received and the disclosure of patient information.
- Generates invoices and notifies Accounting (if applicable).
- Verifies and validates recipient contact information (address, telephone/fax number, email address, etc.) prior to transmitted patient information in accordance with but not limited to hospital/department policies and procedures, HIPAA regulations, and Michigan Mental Health Code requirements.

Duty 2

General Summary: **Percentage: 30**

Organize and manage patient health information as it pertains to the medical record.

Individual tasks related to the duty:

- Reviews and audits medical records for accuracy, timeliness, completeness, and appropriateness of data.
- Prepares statistical reports pertaining to documentation completion and timeliness as they relate to hospital and regulatory policies and procedure.
- Assists with data abstraction and data entry for hospital performance improvement activities.
- Assesses the accuracy of medical records to ensure compliance with policies, rules, and regulations; and to ensure consistency and completeness.
- Files purged records and archives medical records on an as needed basis.
- Scans and/or files medical record documents in the electronic record (AVATAR) and/or casebooks.
- Mails needed forms/correspondence to patient's guardian (if applicable) for review and signature.
- Participates in assuring the confidentiality and security of medical records against loss, theft, and or damage.
- Assists with preparing records for admission, transfer, discharge or placement of patients.
- Assigns codes for medical diagnoses (using appropriate coding indices, ICD-10-CM, CPT, and or DSM-V).
- Verifies admission and discharge diagnoses codes are entered in the electronic medical record.
- Creates monthly "draft status" report and IPOS and Treatment Notes calendars.
- Enters correspondence (mail, phone and or fax) in AVATAR Disclosure Management.
- Other duties as assigned as they pertain to managing patient health information.
- Provide customer service to unit staff as necessary as it pertains to patient medical records, including assistance with Avatar.

Duty 3

General Summary: **Percentage: 15**

Function as the back-up KPH Assistant Freedom of Information Act (FOIA) Coordinator.

Individual tasks related to the duty:

In the absence of the primary KPH Assistant FOIA Coordinator:

- Follow the MDHHS FOIA policy.
- Liaison with the MDHHS FOIA Coordinator to process requests.
- Coordinate with the appropriate departments to obtain information being requested, including cost and time estimates for processing requests.

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

Function as the back-up to the department director.

Individual tasks related to the duty:

In the absence of the department director:

- Assist with facilitating the Medical Records Committee.
- Represent the department on other hospital committees as requested.
- Functions as the back-up for managing the IST documentation process.

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

Other duties as assigned.

Individual tasks related to the duty:

- Represents the facility in court regarding medical record development, use, and authenticity.
- Assists in the proper destruction of confidential information (Rapid Shred).
- Participates in continuous quality improvement activities for the HIM department and hospital wide.
- Functions as a back-up for the HIM Technicians.

Other duties as assigned.

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

- Decisions made when processing requests for release of patient information, applies and interprets MDHHS and hospital policies, federal and state laws/statutes, and standards from accrediting, funding, and regulatory organizations.
- Decisions pertaining to maintaining confidential patient information and PHI

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

- Interpretation of regulatory statues/guidelines regarding privacy and security of PHI.
- Decisions made when processing complex requests for release of patient information, applies and interprets MDHHS and hospital policies, federal and state laws/statutes, and standards from accrediting, funding, and regulatory organizations.
- Decisions pertaining to responding to subpoenas and court orders.

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.

- Extended periods of sitting
- Extended computer use
- Transporting of heavy casebooks (up to 15 lbs.)
- Bending, climbing stairs, reaching, and filing
- Walking to and from files, printers, copy machine, patient unit(s)

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):**

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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 is a key position in the Health Information Department. Employees in this position perform a variety of functions designed to maintain the medical record system in accordance with hospital policies and procedures, DHHS rules and regulations, and accrediting and regulatory requirements. This position is primarily responsible for managing the release of patient information process, and functions as the back-up Assistant Freedom of Information Act (FOIA) Coordinator, as well as the back-up in the absence of the department director.

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

New position

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

The main function of the Health Information Management Department is to maintain the patient medical records in accordance with hospital policies and procedures, MDHHS rules and regulations, and accrediting and regulatory requirements. This position is primarily responsible for managing the release of patient information process, function as the back-up Assistant Freedom of Information Act (FOIA) Coordinator, and performing a variety of functions designed to maintain the medical record system.

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 records creation and use.
- Knowledge of medical record indexing, coding, and abstracting methods.
- Knowledge of HIPAA Privacy and Security Rules.
- Ability to interpret and apply policies, regulations and laws to the work area.
- Ability to obtain and use confidential information discreetly and objectively.
- Ability to develop procedural manuals and training materials.
- Ability to communicate effectively.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

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.

None

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

JULIE KELLY

1/7/2022

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