

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

<b>Position Code</b> 1. MDRCEXMEA62R
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## 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> MDHHS-CTR FORENSIC PSYCHIATRY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Hospital Administration
<b>4. Civil Service Position Code Description</b> Medical Records Examiner-E	<b>10. Division</b> Health Information Services
<b>5. Working Title (What the agency calls the position)</b> Medical Records Examiner-E	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> HAYES, MOLLY; MEDICAL RECORD EXAM SPV-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> HAMMIG, SARA; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 8303 Platt Road, Saline, MI 48176 / Monday-Friday 8:00am-4:30pm

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

This position is responsible for processing requests for collateral records from various outside facilities needed by the Evaluation Unit examiners for completion of court-ordered forensic evaluations for competency and criminal responsibility. This position is responsible for processing incoming records for scanning and importing into the electronic health record system and update examiners/clinicians. This position may be required to respond to all requests for incoming releases of information, making judgments on which releases are legal and proper, following the Michigan Mental Health Code, HIPAA, and other regulatory agency requirements. This position is responsible for validating and complying with court orders for medical records, and fulfilling court-ordered record requests from examiners, attorneys and others who might present a written, compliant Authorization for Disclosure of Records. This position could also be responsible for testifying in court as to the authenticity of forensic record. Work is performed through the application of a body of knowledge related to the methods, practices, procedures, policies, regulations, and laws governing medical record creation, maintenance, and use.

**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**

Process requests from Evaluation Unit forensic examiners and inpatient clinicians to retrieve a variety of collateral records from outside agencies/facilities, hospitals, behavioral health, schools, etc., for use in court-ordered forensic evaluation reports and inpatient treatment.

**Individual tasks related to the duty:**

- Receive authorizations/record requests with court orders from forensic examiners/clinicians.
- Confirm correct client information and verify accuracy of outside facility contact information utilizing a State database, Internet, and County Resource Directory.
- Prepare request packets and fax to each outside receiving facility, attach fax confirmation to release, and file to await receipt of records.
- Log request into Avatar electronic health record communication section under court orders.
- Resolve problems/issues and respond to questions from examiners/clinicians and/or outside facilities as necessary.
- Ensure compliance with privacy and security regulations and hospital/department policies and procedures regarding confidential information.

**Duty 2**

**General Summary:**

**Percentage: 35**

Receive and process incoming collateral records requested by Evaluation Unit forensic examiners and inpatient clinicians.

**Individual tasks related to the duty:**

- Collect and sort mail daily to check for incoming records from outside facilities.
- Monitor faxes for incoming records and verify that faxed records are complete.
- Check individual and Health Information group e-mails for receipt of incoming secure, encrypted records.
- Prepare faxed and mailed records, attach scanning cover sheet, and forward to file room for scanning and importing.
- Review encrypted e-mailed records, export and modify as necessary to meet electronic health record size requirements and import into Avatar electronic health record.
- Log receipt of records into Avatar electronic health record communication section under court orders.
- Enter records invoice details on spreadsheet and forward appropriate paperwork to Procurement/Accounting as necessary.
- Notify examiners/clinicians of records received and distribute appropriately.
- Ensure compliance with privacy and security regulations and hospital/department policies and procedures regarding confidential information.

**Duty 3**

**General Summary:**

**Percentage: 10**

Follow up on initial record requests that fall outside the required timeline for receipt of records.

**Individual tasks related to the duty:**

- Review initial record requests for inclusion in second request follow-up activities by the General Office Assistant.
- Close requests where records are no longer needed by the examiners/clinicians.
- Provide strategies to General Office Assistant for resolving problems delaying receipt of needed records.

**Duty 4**

**General Summary:**

**Percentage: 10**

Coding of diagnoses and Evaluation and Management (E/M) service modifiers in Avatar electronic health record.

**Individual tasks related to the duty:**

- Enter diagnosis of vaccine administration encounters into Avatar electronic health record.
- Evaluate monthly Evaluation and Management (E/M) service encounters and add appropriate modifiers into
- Reimbursement/Billing section of Avatar electronic health record.

**Duty 5**

**General Summary:**

**Percentage: 5**

Provide back-up for Medical Record Examiner in preparing records for transfer, discharge, or placement of patients.

**Individual tasks related to the duty:**

- Upon notification of upcoming discharge of patient through DCCP (Direct Community Placement Program), prepare transfer packet of needed documents for continuity and coordination of care.
- Send draft discharge summaries from the Chief Clinician and Psychiatrist to the appropriate regional state hospital prior to patient transfer and discharge from the Forensic Center.
- Determine priority requests for patients in the process of transferring to determine emergency status of such requests and process accordingly.

**Duty 6**

**General Summary:**

**Percentage: 5**

Provide back-up for Medical Record Examiner in responding to requests from individuals, agencies, hospitals, courts, etc. for patient information in accordance with statutes and department regulations regarding confidential information.

**Individual tasks related to the duty:**

- Responds to requests for release of protected health information (PHI) from individuals, other health care providers, contractual agencies, courts, etc., in accordance with federal and state statutes and regulations, accrediting and regulatory agencies regarding confidential information, including the Michigan Mental Health Code and HIPAA. Receives and checks all incoming requests for patient records for legality; this includes subpoenas and court orders.
- Processes requests for records within 30 days, ensuring requests are HIPAA compliant and completed appropriately.
- Logs, tracks, and maintains record of requests received and disclosures made by using the electronic health record's Disclosure Management form.
- Scan and import all release forms to Avatar electronic health record.
- Verifies and validates accuracy of recipient's contact information (address, telephone/fax number, e-mail address, etc.) prior to mailing, faxing, or e-mailing requested PHI in accordance with but not limited to hospital/department policies and procedures, and HIPAA Privacy and Security Rules.
- Makes decisions on which requests are to be invoiced and submit appropriate paperwork to Accounting.

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

The privacy, security, and confidentiality of patients' PHI and continuity of care are types of things that are affected by the independent decisions made in this position. Sometimes guidelines and instructions leave room for individual judgment, as each release authorization, court order and subpoena can be worded differently. Patients can start legal proceedings if records are not released appropriately, and monetary damages can be awarded to them.

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

Supervisor may be asked for guidance when guidelines or instructions are not available and in difficult cases where the guidelines or instructions leave room for interpretation which requires a complex decision. In a forensic facility such as ours, new issues "crop up" daily that require immediate attention. Complex and unusual court orders are reviewed by supervisor.

**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.**

Daily walking, climbing stairs, bending, reaching, lifting, filing, and carrying records.

**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"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> 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?**

Management prepared.

**23. What are the essential functions of this position?**

This position is responsible for processing requests for collateral records from various outside facilities needed by the Evaluation Unit examiners for completion of court-ordered forensic evaluations for competency and criminal responsibility. This position is responsible for processing incoming records for scanning and importing into the electronic health record system and update examiners/clinicians. This position may be required to respond to all requests for incoming releases of information, making judgments on which releases are legal and proper, following the Michigan Mental Health Code, HIPAA, and other regulatory agency requirements. This position is responsible for validating and complying with court orders for medical records, and fulfilling court-ordered record requests from examiners, attorneys and others who might present a written, compliant Authorization for Disclosure of Records. This position could also be responsible for testifying in court as to the authenticity of forensic record. Work is performed through the application of a body of knowledge related to the methods, practices, procedures, policies, regulations, and laws governing medical record creation, maintenance, and use.

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

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

The main purpose of the Health Information Department is maintaining medical records on paper and electronically that are documented accurately and in a timely manner are readily accessible and permit prompt retrieval of information, including statistical data; ensure that the medical record contains sufficient information to identify the patient and ensure that the medical records are confidential, secure, current, authenticated, and legible and complete on paper and electronically. The Health Information Department provides a significant amount of clerical support to clinical staff.

**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:**

As listed on the Civil Service Job Specification. In addition:

- Knowledge of medical record keeping techniques and procedures.
- Knowledge of the Michigan Mental Health Code, HIPAA, accrediting body regulations, State and Federal statutes governing medical record creation and use.
- Good computer skills.
- 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 communicate effectively, verbally and in writing.

*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.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**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.

N/A

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

\_\_\_\_\_  
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