

Position Code

MDRCEXMEA22R

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

This position description serves as the official classification document of record for this position. Please complete this form 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
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Bureau of Health Care Services
4.Civil Service Position Code Description	10.Division
Medical Record Examiner E-10	Health Care Administration
5.Working Title (What the agency calls the position)	11.Section
Medical Record Examiner	Nursing and Ancillary Health Care Services
6.Name and Position Code Description of Direct Supervisor	12.Unit
Michael Wilkinson; Registered Nurse Manager-15 4	Muskegon Correctional Facility (MCF)
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Magen Oaks; Acting Registered Nurse Director-17 3	2400 South Sheridan Drive Muskegon, MI 49442 40 hours per week

14. General Summary of Function/Purpose of Position

Responsibility for maintaining prisoner health records in accordance with federal/state statutes and departmental policies and procedures. Assisting with documenting the diagnosis code on prisoner records. Maintenance of health care databases. Performs continuous quality improvement activities/reports. Coordinates the distribution of health record information. Processes release of information requests. Prepares hard copy health records for transfer and receives hard copy of health record. Trains new health care employees with the Electronic Medical Record. Coordinates and tracks specialty health care appointments. This employee works within the secure perimeter of these correctional facilities.

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 of Duty 1 - % of Time 25

Assists in the coordination of offsite specialty service activities and appointments.

Individual tasks related to the duty.

- Maintains specialty services reports and logs electronically and/or hard copy.
- Assures approvals are obtained and tracked.
- Assures that appropriate patient preparation is scheduled as necessary for diagnostic and specialty appointments.
- Makes appointments and coordinates off-site specialty service medical appointments.
- Assures that documents such as specialty reports are complete.

Duty 2

General Summary of Duty 2 - % of Time 30

Lead worker in charge of organization and maintenance of the medical record area in accordance with state/federal statutes, departmental policies and procedures, and national and accreditation body standards.

Individual tasks related to the duty.

- Assures that hard copy medical records are pulled for health care providers as determined by the HUM and files records at the end of the day.
- Assures that all specialty care consults, diagnostic test results, and all other patient care reports and documents are provided to the medical practitioner or other qualified health care provider on a timely basis.
- Assures that all diagnostic test results or other documentation is reviewed and signed by the appropriate medical provider or qualified health care professional before filing.
- Maintains hard copy of health record by filing reports and documents in a timely manner.
- Assists Medical Practitioners with entering medical diagnoses in the EMR.
- Completes periodic inventory of medical records and x-rays and requests from and returns records to storage as needed.

Duty 3

General Summary of Duty 3 - % of Time 20

Enters, collects, coordinates, and maintains health care information in the Electronic Medical Record and other computer programs.

Individual tasks related to the duty.

- Prints electronic reports in a timely manner, providing information to qualified health professionals.
- Schedules health care appointments as assigned.
- Updates prisoner health care information and maintains reports and logs associated with the delivery of health care.
- 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.
- Enters downtime template for health care staff into the EMR when needed.
- Obtains reports and information from the EMR and other databases including but not limited to OMNI and distributes to qualified health care professionals.
- Maintains health care information.
- Trains all new health care employees in the use of the electronic medical record.
- Assures that BHCS forms are distributed and implemented as necessary.

Duty 4

General Summary of Duty 4 - % of Time 10

Serves as the overall quality improvement assistant to the Health Unit Manager. Is a member of the Quality/Performance Improvement Team and participates in quality improvement.

Individual tasks related to the duty.

- Participates in quality/performance improvement studies and activities.
- Assists the Health Unit Manager with the collection of health care data.
- Identifies problems with documentation in health records, bringing information to individual health care employee or Health Unit Manager.
- Investigates quality issues as assigned by the Health Unit Manager.
- Compiles monthly reports as designated.
- Participates in facility case management team meetings.

Duty 5

General Summary of Duty 5 - % of Time 10

Coordinates the distribution of health care information due to record requests or litigation and actively promotes the MPRI program.

Individual tasks related to the duty.

- Reviews requests from prisoners, families, general public, state employees, government agencies, attorneys, etc. for patient information for proper authorization to release information from the health record. Processes record requests in accordance with federal/state statutes and departmental policies and procedures.
- Assists prison litigation coordinator by providing pertinent health information as needed.
- Represents the MDOC in court as needed.
- Ensures that the MPRI team has the appropriate copies of the offender's medical record to ensure a seamless entry into the community health care system.
- Completes the Release of Information as well as coordinating the provision of copies with the MPRI coordinator at the facility.
- Acts as the health record liaison between the prisoner, the MDOC MPRI program, and the health care system in the community.
- Attends the MPRI meeting if assigned by the HUM.
- Actively promotes the MPRI program.

Duty 6

General Summary of Duty 6 - % of Time 5

Health Care Team Member

Individual tasks related to the duty.

- Performs other duties as assigned.
- Assists with related assignments when other employees are on annual leave, sick leave, or when positions are vacant.
- Serves as back-up in picking up, sorting and distributing mail to health care staff.
- Attends staff, performance improvement, and case management meetings.
- Attends training.
- Provides training to other health care employees as needed.

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

Decisions related to the maintenance of the medical record.

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 is 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 life, file, and retrieve records overhead and at floor level. This position has regular unsupervised access to and direct contact with prisoners.

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. (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>
None			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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 maintains the health record system at a correctional facility.

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.

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:

Associate degree in medical record technology. Accredited through AHIMA.

EXPERIENCE:

One year experience as a Medical Record Examiner E-9 or its equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the methods, practices, procedures, policies and laws governing the creation and use of medical records. To have the ability to lead and train others.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification by the AHIMA as an accredited record technician..

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

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