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| **State of MichiganCivil Service Commission** |

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| **Position Code** |

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| Capitol Commons Center, P.O. Box 30002Lansing, MI 48909 |

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| **POSITION DESCRIPTION** |

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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. |

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| **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** |
|  | DOC-CHIPPEWA FAC/CHIPPEWA TEM |
| **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-E | Region Health Care  |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
|  | Nursing and Ancillary Health Care Services |
| **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** |
| MEYETTE-DAMRON, CHRISTINE A; MEDICAL RECORD EXAM SPV-2 12 |  |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| MEYETTE-DAMRON, CHRISTINE A; STATE DIVISION ADMINISTRATOR 17 | 4269 W M 80, Kincheloe, MI 49788 / 40 hours per week |

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

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| The Health Information Manager independently manages the health information (medical record) services for the Health Care Unit. This position is responsible for managing and securing patient records. This position is responsible for compliance with federal mandates for electronic storage of patient information. This position is responsible for creation, maintenance, storage and release of all health records within their facility. This position also assists with Quality Improvement audits, data entry, coordination and tracking of specialty health care appointments and training employees in the Electronic Health Record (EHR). Programmatic direction is provided by the Health Informatics Coordinator from the Bureau of Health Care Services. |

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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.** |

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| **Duty 1** |
| **General Summary:** | **Percentage:** | **25** |
| Maintains the integrity of a state-wide information system. Ensures the organization and maintenance of the medical record system based on acceptable health record practices while maintaining the confidentiality of the information. Perform quality reviews.  Assist in research. |
| **Individual tasks related to the duty:** |  |  |
| * Evaluates the content and quality of documentation within the health record system.
* Assesses recorded health information to ensure conformance with MDOC policy, procedures, national accreditation standards, state and federal laws and other accepted regulations.
* Keeps health care staff informed of the rules, regulations, policies and procedures to ensure compliance with health record requirements.
* Assist in the development of policies to support the delivery of high quality health care by ensuring the availability of quality information for accurate health care decision making.
* Maintains professional credentials by providing proof of continuing education credits earned. Provides confirmation of credentials every two years in conjunction with CE cycle.
* Organizes and maintains the assigned record room and files. Evaluates and solves record storage issues.

Monitors the retrieval, packaging and preparation for transport of all charts. Monitors the retrieval of records for appointments and chart reviews. |
| **Duty 2** |
| **General Summary:** | **Percentage:** | **25** |
| On-site expert for the Electronic Medical Record (EHR) and other data systems i.e.; OMNI, OMS.  Prepares statistical reports by collecting and summarizing medical care. |
| **Individual tasks related to the duty:** |  |  |
| * Enters diagnosis codes, immunization, acuity and other required data.
* Monitors reports, investigates discrepancies and corrects data as necessary.
* Maintains historical reference by abstracting and coding clinical data, such as diseases, procedures, and therapies, using standard classification systems.
* Analyze health record for completeness and accuracy.
* Track patient outcomes for quality assessment.
* Identify opportunities for improvement.
* Trains new staff in the EHR.
* Provides ongoing trouble-shooting support for users of the EHR.

Prepares statistical reports as required. |
| **Duty 3** |
| **General Summary:** | **Percentage:** | **15** |
| Oversee medical records-related work of Word Processing Assistant/GOA as a medical records resource, if applicable. Responds to data and other requests and other duties as assigned. |
| **Individual tasks related to the duty:** |  |  |
| · Reviews the work of the WPA/GOA retrieving charts for callouts, chart reviews, appointments. Monitors the packaging and transfer of charts and x-rays for appointments and parole charts being sent to Storage. · Monitors the routine maintenance and repair of the medical records folders and files. · Monitors timely filing of loose documents. · Oversees large copying projects to ensure timely completion. · Provides back-up support with clerical duties as necessary. · Prepare and submit by due date monthly statistics and special information requests. · Responds to emails within 1-2 working days unless a response is requested sooner. · Processes personal leave requests within one working day in DCDS and payroll through DCDS by end of last working day in the pay period. · Performs other health information and administrative duties as assigned. · Serves on committees as assigned or elected. · Orders health information supplies i.e.; charts and supplies with approval of the Regional HIM. · Develops, organizes and conducts educational programs as needed. |
| **Duty 4** |
| **General Summary:** | **Percentage:** | **15** |
| Coordinates offsite specialty service activities and appointments. |
| **Individual tasks related to the duty:** |  |  |
| · Maintains specialty services log electronically and/or hard copy. · Ensures approvals, denials and alternate treatment plans are tracked. · Ensures that appropriate patient preparation is scheduled as necessary for diagnostic and specialty appointments. · Makes appointments and coordinates off-site specialty service medical appointments. · Ensures that documents such as specialty reports are received and reviewed.  |
| **Duty 5** |
| **General Summary:** | **Percentage:** | **10** |
| Release of Information Coordinator |
| **Individual tasks related to the duty:** |  |  |
| · Processes all record requests for information from prisoners. · Responds to all requests in a timely manner per operating procedure. · Records all requests, prepares receipts, makes copies. · Makes arrangements with custody for prisoners to come to health care if the request needs clarification. · Processes all requests from outside sources i.e.; Attorney General, aftercare providers, other health care facilities, MPRI, etc. · Maintains time frames for processing of requests to avoid time related grievances.  |
| **Duty 6** |
| **General Summary:** | **Percentage:** | **10** |
| Process Death Charts according to guidelines in Death Reporting Manual. |
| **Individual tasks related to the duty:** |  |  |
| · Ensures the death chart is secured. · Locates and files all loose filing. · Purges folders, appropriately label, and repair if necessary. · Copies records as requested. · Maintains Records that have a Litigation Hold. · Notify County Clerk and Medical Examiner of the need for death certificate    and autopsy reports. · Maintain a tickler file to follow up on these requests and forward documents to the Regional HIM as soon as available. · Send Closed Records to Storage or the Regional Office as requested.  |

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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.**  |

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| Decisions are based on prior experiences or knowledge of issues, policies and procedures ICD-9 coding-patients, health care providers Whether or not to provide copies to prisoners, outside organizations, and individuals Materials to be purged from records  |

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

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| Decisions which involve unfamiliar circumstances or may have a legal or financial impact. Any issue on nursing guidelines that are familiar |

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| **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.** |

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| This position is located inside the secure perimeter of a correctional facility and has daily contact with convicted felons in maximum security setting. Involves sitting at a computer coding, entering callout, entering data into OMNI, OMS, or utilizing NextGen. Other activities will include pulling and filing of health records, transporting records, processing information requests and making copies. The physical activities involve standing, stopping, crouching, reaching, lifting, carrying, walking and bending. This is a drug test position. |

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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.** |

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| **Additional Subordinates** |

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

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| Complete and sign service ratings. |

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| Assign work. |

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| Provide formal written counseling. |

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| Approve work. |

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| Approve leave requests. |

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| Review work. |

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| Approve time and attendance. |

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| Provide guidance on work methods. |

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| 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?** |

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| Yes, I agree with the responses made in items 1-21 |

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

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| Ensures records are organized and confidentially maintained in accordance with PD/OP. Reviews documentation in the medical record, paper, and electronic, for completeness ensuring it meets documentation guidelines. Applies ICD-9 CM codes and inputs data for chronic care clinics, annual health screens, TB test, special accommodations, medical details, HCC codes, allergies and vaccinations. Responsible for release of information, certifying all information released for legal copies. Obtains needed medical information from other agencies as needed. |

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

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

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| The function of the work is to maintain and monitor medical records and to enter information into Health Care Database. |

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| **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** |

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| **EDUCATION:** |

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| Possession of an associate's degree in health information or medical record technology. |

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| **EXPERIENCE:** |

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| **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. |

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| **KNOWLEDGE, SKILLS, AND ABILITIES:** |

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| Knowledge of federal and state statutes related to the health care field and thorough knowledge of health information management practices/techniques. Ability to understand and carry out complex assignments. Ability to provide clear and concise instruction and guidance to others.  |

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| **CERTIFICATES, LICENSES, REGISTRATIONS:** |

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| Certification by the American Health Information Management Association as a Registered Health Information Technician or Registered Health Information Administrator. |

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| ***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.*** |

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| **Supervisor** |

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| **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.** |

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

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| 12/22/2015 |

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| **Appointing Authority** |

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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.*** |

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| **Employee** |

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