

## JOB DESCRIPTION

### Position: EHR Scanner and HIM Clerk II

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| <b>POSITION TITLE:</b><br>EHR Scanner and HIM Clerk II     | <b>DEPARTMENT:</b><br>Health Information Management (HIM)                       |
| <b>APPROVED BY:</b><br>HIM Manager                         | <b>IHA JOB CODE:</b><br>301162  |
| <b>LATEST REVIEW OF JOB DESCRIPTION:</b><br>New- June 2017 | <b>LATEST REVISION OF JOB DESCRIPTION:</b><br>New-June 2017                     |
| <b>FORMER REVISION:</b><br>N/A                             | <b>EXEMPTION STATUS:</b><br>Exempt    No                      Non-exempt    Yes |

**Job Summary:**

Under the general direction of the HIM Manager, this person serves as a secondary resource for the electronic health record. Responsibilities will include but may not be limited to: facilitate EHR basic trouble shooting, monitoring of the system, customer support to ensure ongoing satisfaction to all users, and overseeing document capture processes. May work with I.T. to build new document types and forms with bar coding. Prints requested forms from all staff for the EHR. Serves as back-up for EHR chart deficiencies and analysis. Covers absentees of the HIM Clerk when necessary. Also participates in all policy and procedure creation and review that pertains to the electronic health record. This person will work with the I.T. Department staff to help maintain a adequate functioning electronic health record system.

**JOB QUALIFICATIONS:**

**Education and Training:** High School graduate required. Some college or technical education preferred. Knowledge of medical terminology highly recommended. Knowledge of and experience of document retention regulations preferred.

**Licensures/ Certifications:** Minimum computer certification preferred

**Experience:** 2-3-year related experience preferred, including experience in the HIM setting. Experience with automated systems in a network environment preferred, in the HIM department a plus. Previous electronic medical record experience required.

**Skills and Abilities:** Strong working knowledge of medical record processes preferred. Demonstrated use of an electronic medical record system preferred. Demonstrated strong computer skills required, understanding of networking environment preferred. Must be detail oriented. Must be able to work independently and prioritize multiple tasks. Must have excellent written, oral and interpersonal communication/training skills.

**REPORTING RELATIONSHIPS:**

Reports to: HIM Manager

Supervises: N/A

**Essential Duties and Responsibilities:**

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

1. Maintains patient, medical record, department, and employee confidentiality at all times.
2. Consistently demonstrates a positive attitude. Fosters teamwork by offering assistance to others. Acknowledges and responds tactfully to all requests. Shows consideration in interaction with patients, family, and other healthcare team members by demonstrating listening skills and cooperation. Communicates and interacts with others in a professional, responsible, cooperative, and positive manner at all times. Adheres to Hospital & HIM policies & procedures.
3. Retrieves patient records from all departments of the hospital and then performs chart preparation for scanning and indexing. Helps quality check charts when necessary.
4. Maintains current working knowledge of HIM departmental applications and how they are used in department operations
5. Serves as a team member when applicable to assist in planning, testing, training of new features to the EHR. Coordinates with the HIM Manager, IT Staff, and System Administrator if applicable to assist with communication and operational issues.
6. Daily monitors and manages all work queues including Index Correction Utility queue. Maintains, monitors and troubleshoots system when system errors occur. Conducts daily monitoring of the upload queue, magnetic release queue, print queue, fax queue, archive error queue, error queue, rescan queue, and QC Index queue.
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8. Responsible for merging all patient duplicate medical record numbers and duplicate patient profiles in the EHR.
9. Assists with release of patient information, assuring proper disclosure of protected health information. Coordinates and oversees proper destruction of scanned records according to hospital policy as well as State regulations.

**Physical Demands/Work Environment****WORKING CONDITIONS:**

The worker is not substantially exposed to adverse environmental conditions.

**PHYSICAL ACTIVITY REQUIREMENTS:** (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)

Constant Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an area with fingers and palm.

Repetitive Motions: Substantial movements (motion) of the wrists, hands, and/or fingers.

Reaching: Extending hand(s) or arm(s) in any direction.

Occasional Stooping: Bending body downward and forward by bending spine at the waist.

This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

**PHYSICAL REQUIREMENTS:**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or

constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**VISUAL ACUITY REQUIREMENTS:**

Machine operators (including inspection, inspection close assembly, Clerical, Administrative. This is the minimum standard for those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

**INTELLECTUAL AND EMOTIONAL REQUIREMENTS:**

1. Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedure, sequence, or pace.

2. Adaptability to situations requiring the precise attainment of set limits, tolerance, or standards.