

Community Health Partners

Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Job Title: Health Information Management (Medical Records)
Position Status: non-exempt
Effective Date: 10/2021
Reviewed By: Clinical Information Systems Project Manager

JOB SUMMARY:

Under the general supervision of the Clinical Information Systems Project Manager. Duties include protecting and maintaining medical information, handling all aspects of scanning, preparation and distribution of information in the patients' legal health record as requested by appropriate individuals, hospital departments, and clinical facilities. Preserves the integrity of the legal health record and adheres to all policies and procedures. Ensures that all functions of prepping, scanning, indexing and quality control of all medical record documents are completed in an accurate and timely manner. Travels to all sites, as needed.

JOB RESPONSIBILITIES:

Medical Records Duties

1. Discloses patient information to appropriate parties and ensures that information that is released from HIM is in accordance with applicable guidelines.
2. Electronically files (scans) external patient documents into the EHR.
3. Maintains all regulatory compliance, i.e., HIPAA, etc., relative to health information management and medical records.
4. Maintains knowledge of advancements in health information management and medical records.
5. Participate in the planning and development of health information systems at Community Health Partners.
6. Participates in the development and implementation of new policies and procedures for handling health information at Community Health Partners.
7. Performs scanning of documents, quality control of files using document scanning equipment.
8. Maintains paper record storage areas for accessibility until destruction of original documents.
9. Works closely with the Director of Clinical Operations and/or Clinic Directors when reviewing charts for documentation and completeness.
10. Work closely with informatics to continually improve workflows.
11. Performs quality checks to assure accuracy of the release, confidentiality, and proper invoicing.
12. Coordinates all aspects of medical records for Community Health Partners.
13. Other duties as assigned.

General Responsibilities

1. Maintains pleasant, professional atmosphere in working with patients, practitioners, and other clinic personnel and the general public.

2. Maintains records accurately and assists in CQI (Continuous Quality Improvement) and statistical data compilation.
3. Performs other administrative duties as requested by the management team.
4. Works independently as well as functions as a team member.
5. Furthers the mission of CHP through active support of the strategic goals.
6. Shares knowledge and skills with coworkers.
7. Ability to report to work as scheduled and work a flexible schedule when needed, which may include travel to other sites.
8. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.

Skills and Attitudes

1. Experience working with limited resource population.
2. Ability to work with grace under pressure.
3. Ability to work in a team and to share responsibilities and duties.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to set priorities, multi task, be organized, and be a self-starter.
6. Ability to be friendly, empathic, and an adept communicator.
7. Ability to treat both staff and patients with respect.
8. Ability to navigate technology efficiently.
9. Ability to gracefully accept and respond to feedback.

Essential Physical Requirements

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting			X
Standing	X		
Walking	X		
Speaking/Hearing			X
Seeing			X
Hand/Wrist Work (ie. Keyboarding)			X
Pushing/Pulling	X		
Grasping	X		
Fine Manipulation			X
Reaching			X
Bend	X		
Squat	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		
Lift 21-50 lbs	X		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS:

1. High School diploma or GED is required
2. Health Information Management Associate's degree or RHIT certification strongly preferred.
3. Three years of medical records experience preferred.
4. Experience with EPIC systems preferred
5. Must be skillful in working with the public and handling many tasks.
6. Previous experience in an ambulatory HIM department preferred
7. Strong knowledge of medical record format and content.
8. Ability to be detail-oriented
9. Ability to operate scanning hardware preferred.
10. Demonstrates good communication and teamwork skills.
11. Knowledge of medical terminology

Name: _____

Date: _____