

**JOB DESCRIPTION**

**JOB TITLE:** Supervisor, HIS Medical Records

**DEPARTMENT:** Health Information Services

**SUPERVISOR:** Health Information Services Manager

**JOB SUMMARY:**

1. Supervises the medical records (charts) function of Grand Itasca Clinic & Hospital. Maintains the Master Patient Index (MPI). Prepares statistical reports, facilitates medical record reviews, and coordinates medical record storage.
2. Manages the Release of Information function.

**I. JOB DUTIES:**

**RELEASE OF INFORMATION RESPONSIBILITIES**

1. Develops and Coordinates Release of Information policies.
  - a) Develops and coordinates Release of Information Policies for the Department and Grand Itasca Clinic & Hospital and advises ancillary hospital and clinic personnel of such policies as requested.
  - b) Responds to subpoenas and court orders for medical records as needed.
  - c) Keeps abreast of changing laws affecting release of medical record information continually.

**MEDICAL RECORDS RESPONSIBILITIES**

1. Supervises personnel in the Clerical Section department and supervises related activities.
  - a) Ensures the timely and accurate completion of all work delegated to the Clerical Section.
  - b) Performs ongoing employee performance appraisals, at least annually.
  - c) Maintains job descriptions and procedures for the Clerical Section and reviews, at least annually.
  - d) Conducts Clerical Section meetings monthly and records minutes of the meetings.
  - e) Interviews, selects and trains new personnel for the Clerical Section, if needed.

- f) Submits operating and capital equipment needs to the Manager annually.
  - g) Submits section objectives for the Clerical Section to the Director and reports achievements according to established timetables.
  - h) Maintains awareness of budgeted monies allocated to the Clerical Section.
  - i) Schedule Clerical personnel as needed.
  - j) Reviews timecards, submits to payroll and monitors staffing patterns.
  - k) Coordinates educational programs, as needed, for Clerical personnel.
  - l) Performs quality management monitors and submits a quality management summary report quarterly.
  - m) Completes assignments and projects as delegated by the manager.
  - n) Submits monthly productivity reports to the Manager.
  - o) Trains students during their Directed Practice at Grand Itasca Clinic & Hospital.
  - p) Orients new personnel to clerical job responsibilities.
  - q) Keep informed of the latest advances by reading magazines, journals and periodicals, etc. on a continuous basis.
2. Coordinates medical record review activities.
    - a) Ensures the retrieval of all medical records requested for review.
    - b) Coordinates medical record copying and related charging and accountability procedures.
  3. Coordinates medical record storage maintenance.
    - a) Coordinates medical record moves as necessary.
    - b) Coordinates preparation of medical records for scanning, including the development of purging, accountability and callback procedures.
    - c) Coordinates the purchase of necessary equipment and supplies, as necessary.

## **GENERAL RESPONSIBILITIES**

1. Recognize that employment is offered based on compliance with work schedules which are the responsibility of the employee to follow.
  - a) Maintains attendance standards by complying with Human Resources Policy.
  - b) Demonstrates punctuality by being ready and available for work at start of assigned shift and in accordance with department policy.
  - c) Adjusts personal schedule to complete workload.
2. Abides by Grand Itasca Clinic & Hospital policy that we will provide and promote patient centered excellence in health care services.
  - a) Performs duties and responsibilities in a supportive and caring fashion.
  - b) Demonstrates total respect for Grand Itasca Clinic & Hospital, its policies and procedures when dealing with the public.
  - c) Ensure all passwords are kept confidential for the security of the system and patient confidentiality.
  - d) Maintains professional standards at all times while on duty.

3. Responsible for following safe and healthful work practices.
  - a) Complies with clinic and hospital wide and department specific safety standards, rules and regulations.
  - b) Reports unsafe/unhealthy practices and conditions immediately to the appropriate supervisor for corrective action.
  - c) Reports all accidents, near accidents, injuries, work related illnesses, special occurrences and other emergencies that the employee is involved in immediately to the appropriate supervisor.
  - d) Maintains personal appearance and personal hygiene as stated in Human resources Policy. Maintains these standards when serving in any capacity while representing the hospital.
  - e) Complete mandatory annual educational program

**II. NECESSITY FOR INDEPENDENT ACTION:**

1. Must work independently and be self-guided.
2. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed in a timely fashion.
3. Demonstrates a commitment to providing the highest and most reliable quality service available on a daily basis.
4. Demonstrates ethical conduct and practices

**III. CONFIDENTIAL INFORMATION:**

1. Maintains confidentiality of all pertinent information to assure that employee, patient and visitor rights are protected.
2. Handles all information regarding the organization in a manner that assures strictest confidentiality is maintained at all times.

**IV. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:**

1. Addresses patients, visitors, families and co-workers in a pleasant, respectful and professional manner.
2. Develops and maintains open communication with the staff in both your department and other departments to achieve overall organizational goals and objectives.

**V. PHYSICAL DEMANDS:**

1. See the Physical Rehabilitation Department for the pre-work screen physical demands for this specific job.

**VI. ATTENDANCE AND ADHERENCE TO ORGANIZATIONAL POLICY:**

1. Responsible for being available based upon scheduled hours.
2. Available for “on-call” after hours.
3. Demonstrates behavior that fits with the organization’s Mission, Vision and Values.

**VII. QUALIFICATIONS:**

1. Degree in Health Information Management with successful completion of the AHIMA registration examination for a Registered Health Information Administrator (RHIA); or a Registered Health Information Technician (RHIT) with successful completion of the AHIMA certification examination and two (2) years experience in a medical record department.
2. Knowledge of medical and hospital terminology, anatomy and physiology, pathophysiology, coding according to the International Classification of Disease, statistical calculation, information display techniques, basic management and supervisor principles.
3. Skill in organizing work responsibilities efficiently, communicating orally and in writing, and working constructively with other internal or external people.
4. Ability to act independently, interact with automated information systems, accept responsibilities and maintain confidentiality of patient and hospital and clinic information.
5. Ability to demonstrate attention to detail and aptitude for accuracy, establish and maintain good working relationships with supervisors, subordinates, medical staff and clinic and hospital employees.

This job description is not intended and should not be construed to include all accountabilities, performance measures, knowledge, skills and abilities associated with the job. It is intended to reflect on the critical job elements essential for performing the job.

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Employee’s Signature

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Date

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Supervisor's Signature

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Date

**Original copy must be filed in the Human Resources employee's personnel record.**