

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT _____ CSN N10233 FLSA STATUS _____

PRESENT CLASSIFICATION Health Information Technician DATE 9/14/2022

DEPARTMENT Family & Community Medicine Decatur

DIVISION SIU Center for Family Medicine – Decatur AND
SIU Decatur Family Medicine Residency Training Program

Position Function

Provides complete medical records support which includes the maintenance of medical records, filing, scanning into the Electronic Health Record and on demand medical records requests. Actively participates in provider and staff team projects in order to enhance patient care coordination and patient satisfaction.

Organizational Relationship

This person reports to the Health Care Administrator who reports to the Site Administrator.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

A. Coordinates and scans electronic medical records.

50%

1. Verifies all documentation known to flow directly into the electronic health record has done so correctly. Alerts IT support personnel when errors are detected.
2. Scans documentation into the correct patient chart in the electronic health record according to established guidelines. Documentation scanned includes, but is not limited to the following: labs, outside records, ER visits, consults, Connor's forms, advanced directives, diagnostic reports, sleep studies, medical consents, etc.
3. Audits indexed documents for accuracy, following standardized policies and procedures.

B. Coordinates paper medical records.

15%

1. Checks fax and mail; adds patient chart number/physician to all patient records that have not flowed directly into the electronic health record and distributes to the appropriate physician for signature.
2. Utilizes TouchWorks EHR, Centricity EHR and/or IDX to determine chart locations.
3. Faxes medical records requests to CIOX; ensures properly executed requests for release of information is in medical chart.
4. Faxes information requested by physicians and nurses.

C. Assists Reception

15%

1. Assists reception when needed.
2. Exhibits awareness of other departments and takes initiative to volunteer to help.
3. Monitors work completed and alerts manager to problems that may occur.

D. Maintains patient confidentiality.

10%

1. Maintains patient confidentiality, drug, alcohol, AIDS, etc.
2. Demonstrates a complete understanding of all federal and state laws, regulations, and statues concerning the release of patient records.

E. Assists, retrieves and delivers patient records.

5%

1. Assists faculty, resident physicians, nurses and clinic staff in locating records onsite and those stored off-site.

F. Communicates with patients, physicians and hospital staff in a professional manner. 5%

1. Demonstrates the ability to perform assigned duties in a pleasant and respectful manner.
2. Always addresses patients, visitors, physicians, and hospital staff in a pleasant and respectful manner.

Other Duties: Performs other duties as assigned.

Skills and Abilities Needed for the Position

1. Ability to comprehend, read, and implement both verbal and written instructions and procedures/guidelines.
2. Ability to work in a consistent manner independently with accuracy, flexibility and with minimal supervision.
3. Strong organizational and time management skills.
4. Ability to coordinate all work activity to provide for smooth office work flow.
5. Sensitive to the needs of underrepresented minority populations.

Responsibility

A. Supervisory Controls

1. Assignments, priorities and directions may be communicated verbally, in writing, or both. Although this position requires some degree of independent decision-making, direction and supervision are available, as needed, by the Health Care Administrator.
2. The Health Care Administrator evaluates the employee's performance, based on University and Department procedures, with input from the Site Administrator and Faculty at Family & Community Medicine Decatur.

B. Guidelines

1. This position is guided by University and Department policies and procedures.

Difficulty

- A. **Complexity** – The individual must be extremely alert to detail and accuracy, possess good communication skills, be able to make quick decisions and interpret and follow established policies and procedures. A high degree of accuracy in filing is essential in this position due to the nature of the materials handled. Also, this individual must have initiative and motivation to follow through with details and be able to organize time and work in order of importance.
- B. **Scope & Effect** - The assignments of this position affect all aspects of the Family Medicine Residency and clinic operations.

Personal Contacts

This person will have contact with faculty, residents and staff within and outside SIU Center for Family Medicine - Decatur. External contacts include University, School of Medicine faculty, resident physicians, staff and patients.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

See attached Physical and Environmental Requirements form.

_____ DATE _____

Health Information Technician
SIU Center for Family Medicine – Decatur AND
SIU Decatur Family Medicine Training Program

_____ DATE _____

Danika L Holman
Health Care Administrator
SIU Center for Family Medicine – Decatur AND
SIU Decatur Family Medicine Training Program

_____ DATE _____

L David Samples
Site Administrator
SIU Center for Family Medicine – Decatur AND
SIU Decatur Family Medicine Training Program

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Health Information Technician**

Position No. (If applicable): **N10233** Department: **Family and Community Medicine/Decatur-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		10 - 20 lbs.			<input type="radio"/>
Carrying		10 - 20 lbs.			<input type="radio"/>
Lifting		10 - 20 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____ Date _____ Supervisor Name _____ Employee Signature _____ Date _____