

## HIM Medical Records Technician Job Description

### Section I: Job Identification

**Company Name:** Jersey City Medical Center

**Job Code:** H0331

**Job Title:** Medical Records Technician

**Dept/CC#:** 8254010

**Department Name:** Health Information Management

**Section Name:** Scanning

**Reports To:** Manager, Document Imaging

**OSHA Classification:**

**Salary Grade:**

**FLSA Status:** Non- Exempt

### Section II: Summary of Job Function

Responsible for assuring that all patient records and loose documents are scanned, QC and Validated in CERNER with the highest level of quality possible. Responsible for picking charts/records when needed.

Accurately analyzes and reanalyzes all inpatient, outpatient and ED charts for completeness according to the standards of Joint Commission, the New Jersey Department of Health and the JCMC Medical-Dental Staff Bylaws and Rules and Regulations, Contacting providers and clinicians for completion of charts.

### Section III: Job Qualifications/Education/Training/Certification/Licensure

High School graduate or equivalent. Minimum of one year clerical experience. Successful completion of all Orientation Programs. Previous experience with HIM functions such as scanning, quality control, validation and analysis of patient's record in a health care facility preferred.

### Work Environment and Hazards

Hazards include risk of physical injury from operation of equipment, sitting for a long period of time.

### Special Physical Demands

Ability to lift and move records weighing 20-30 pounds. Ability to lift records weighing 5 pounds. Ability to sit for extended periods of time. Ability to sit in front of a computer for long periods of time when scanning, quality control, validating and analyzing. Rapid and frequent use of hands.

### Work Contact Group

All patient related hospital departments, patients, families, visitors, nursing personnel, satellite clinics and Medical-Dental Staff.

### Section 1: Job-Specific Requirements of Position

**Job Specific Requirements:**

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**Cleans scanners daily at the beginning of the shift and notifies**

Cleans scanners daily at the beginning of the shift and notifies HIM Management and the Help Desk for all issues related to the scanners.

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**Assembles/preps medical records per Departmental guidelines for chart order**

Assembles/preps medical records per Departmental guidelines for chart order. Records to be assembled by oldest discharge date first.

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**Assembles/preps miscellaneous charts**

Assembles/preps miscellaneous charts prior to the beginning of next day.

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**Charts are to be scanned in order**

Charts are to be scanned in order, i.e. page one before page 2 etc. Cover batch sheet to be generated and printed and placed on charts indicating discharge date and date scanned and by whom.

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**Quality Control the charts**

Quality Control the charts by checking the image, no pages are missing, all the information on the page matches each copy.

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**Validation of the charts**

Validation is for the end-user to validate the accuracy of the index fields for each document in a batch with the patient chart information on each image.

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**Verifies patient name, medical record number and patient account numbers on**

Verifies patient name, medical record number and patient account numbers on all sheets to ensure correct reports are in correct patient chart and on correct admission.

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**Ensures receipt of all inpatient/outpatient Records**

Ensures receipt of all inpatient/outpatient/hospital based ambulatory care clinic records.

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**Maintains patient confidentiality at all times per HIPAA**

Maintains patient confidentiality at all times per HIPAA guidelines.

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**Maintains productivity levels and quality**

Maintains productivity levels and quality standards. Completes daily productivity report.

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**Notifies Supervisor/Manager of any new forms for proper placement in the EMR**

Notifies Supervisor/Manager of any new forms for proper placement in the Electronic Medical Record and notifies the System Administrator for inclusion in Cerner/PowerChart.

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**Participates in Department Staff Meetings and completes mandatory**

Participates in Department Staff Meetings and completes mandatory trainings.

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**Performs other duties**

Performs other duties as required.

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**Reads and follows through for all memos distributed for**

Reads and follows through for all memos distributed for prepping/scanning/quality control directives.

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**Accuracy in Chart Analysis**

Accurately analyzes and reanalyzes all inpatient, outpatient and ED charts for completeness of MD documentation in PowerChart.

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**Answers telephone per Hospital Etiquette**

Answers telephone per RJWBH Etiquette guidelines

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**Assists Physicians on issues regarding completion of the EMR**

Assists physicians on issues regarding completion of the Electronic Medical Record.

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**Displays computer literacy**

Displays computer literacy

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**Maintains all monthly Medical Staff Department Resident Schedule Listing**

Maintains all monthly Medical-Dental Staff Department Resident schedule listing assignment to ensure correct residents chosen to complete the chart

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**Refer all unresolved issues to Department**

Refer all unresolved issues to Department Supervisor/Manager.

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**Reports missing charts/records in Verge**

Towards the end of the shift after checking off from the 3M discharge list, report any missing charts/records in Verge.

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**Quick learner and good memory**

Quick learner and good memory of assembly patterns.

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**Mentally focused on the job**

Mentally focused on the job

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## Section 2: Universal Behavioral Competency Standards

### Universal Behavioral Competency Standards

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**Customer Service/Patient Satisfaction**

Provides a compassionate and supportive environment with prompt and consistent service.

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**Confidentiality**

Adheres to patient rights: provides for the confidential treatment of all communications and records.

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**Professionalism**

Demonstrates professionalism with families, visitors, physicians, co-workers and supervisors.

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**Communication**

Listens and communicates effectively

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**Teamwork**

Supports teamwork by cooperative problem solving through participation in meetings, projects, etc.

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**Quality/ Performance Improvement**

Utilizes principles of continuous quality improvement in all work situations to assess, measure and improve organizational and department functions

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**Autonomy**

Organizes work sets priorities with a minimum of supervision and seeks guidance as appropriate

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**Accountability**

Makes decisions that are timely and consistent with department, objectives, policies and procedures.

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**Ownership**

Demonstrates sound judgment; accepts and benefits from constructive criticism

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**Professional Development Job Awareness**

Participates in ongoing education as required.

**ADA Requirements: NA**

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| <b>Maximum Lifting and Carrying Tasks:</b> |
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**Average Range**

Maximum weight to be lifted independently: 15 - 20 lbs

Maximum weight to be lifted with assistance: 20 lbs

Assistance device(s) to be used: Cart

Lifting parameters (% of lifts) - Above the Shoulder: 15

Lifting parameters (% of lifts) - Knee to shoulder: 15

Lifting parameters (% of lifts) Floor to knee: 15

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Size of object: 2 ft x 2 ft

Distance of object from body: Not to exceed the length from finger tips to elbow for maximum lift or up to 24"

Maximum weight is lifted per hour & total hours per day: <1 per hour/ <1 hr(s) per day

Maximum weight and distance to be carried: 30 lbs, 2 - 20 feet

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**Average # Hours per day doing each task**

Pull (straight) to be lifted independently: 1

Pull (hand over hand): 0

Pushing: 1

Reaching above shoulder: 1

Sit: 7

Stand: 1

Walk: 1

Crawl: 0

Kneel: 0

Bending repetitively: <.5

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Average # Hours per day doing each task

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Climb, legs only (stairs): 15 min

Climb, use of arms & legs (ladders): 0

Far Vision Acuity (specify): presentations, monitors

Near Vision Acuity (specify): computer, written materials

Color Perception: labels, tubes (clinical areas)

Hearing (with or without hearing aid): speech, phone

## Environmental Factors

### Agent/Amount/Factors

Outside work: Rarely

Inside work: 4 – 16

Constant noise: Low level noise – e.g. equipment, voices, overheard pages; 4 - 16

Fumes, smoke or gas (specify): N/A

Solvents (degreasing agents): N/A

Grease and oils (specify): N/A

Exposure to chemical agents (specify): Toner; Occasionally

Exposure to biologic agents (specify): N/A

Exposure to cleansing solution (specify): N/A

Exposure to talc or other irritants (specify): N/A

## Environmental Factors - continued

### Agent/Time/Factors

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Electrical energy (specify): computer terminal, fax; 4 - 16

Slippery or uneven walking surfaces: Occasionally; due to spills

Working around machinery with moving parts (specify): N/A

Working around moving objects or vehicles (specify): Occasionally

15. Working on ladders or scaffolding: N/A

Working with hands in water: Handwashing

Repetitive hand motions (specify): Typing, Filing, Frequent computer use

#### Equipment

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Eye protection (specify): none

Shoes (specify): none

Respiratory (specify): none

Hearing (specify): none

Skin (specify): none

#### Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NAME: \_\_\_\_\_