

HOOSIER UPLANDS HEALTH CARE DIVISION

500 West Main Street

Mitchell, IN 47446

JOB DESCRIPTION

JOB TITLE: Clinical Records Manager

EXEMPT: No

LOCATION: Entire Agency Service Area

DIVISION: Health Care

REPORTS TO: Assistant Director of Home Health

Summary:

Plans, develops and administers health information system for the HUUHC clinical records. Management of records will be consistent with standards of accrediting and regulatory agencies and requirements of the health care system. The following duties to be performed personally or through other clinical record staff.

Essential Duties And Responsibilities include the following. Other duties may be assigned.

1. Responsible for orderliness and safekeeping of clinical records.
2. Maintain clinical record confidentiality
3. Assists with the development and implementation of policies and procedures for documenting, storing and retrieving information, and for processing legal documents, insurance data and correspondence requests, in conformance with federal, state and local statutes
4. Responsible for filing completed visit notes in clinical records within fourteen days of home visit
5. Responsible for tracking and notification of staff and supervisor of client clinical record deficiency
6. Assists staff in preparing and analyzing clinical documents
7. Operates computer to process, store and retrieve clinical record information
8. Compiles clinical care data for statistical reports in response to inquiries from law firms, insurance companies and government agencies
9. Analyzes client data for reimbursement, quality of patient care, risk management, utilization management and research
10. Manages tracking system for discharges, hospitalizations, and notifies necessary staff of problems
11. Enter and transmit OASIS to ISDH
12. Copy and distribute face sheets
13. Performs admission chart entry into netsmart
14. Document correct ICD-10 codes
15. Enters receipt date of plans of treatments into netsmart and date stamp date of receipt
16. Run clinical transfers for billing department
17. Track and correct errors on OASIS final report
18. Make admissions packets

19. Thin charts as needed
20. Put admission charts in black binders
21. On discharge, take charts out of black binders, put in labeled folders, and audit charts for completeness
22. Check OASIS due slips (transfer and discharge) and send voice mails for those that are late or not turned in yet
23. Run an active client list and post in medical records daily
24. Run an active client list and distribute to update on-call boxes regularly
25. Keep on-call boxes current
26. Copy clinical pathways, as needed
27. Check discharged charts for deficiencies every week and leave voice mail messages
28. Serves on committees, as requested
29. Run OASIS error report for Corporate Compliance Director, on a quarterly basis
30. OASIS entry audit monthly - review 4 charts and compare entry
31. Answer HHA calls in regarding to their scheduling needs.
32. Performs additional duties as assigned by supervisor

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

None

Education and/or Experience:

Associates degree (A.A.) or equivalent from 2-year college or technical school and six months to one year related experience and/or training preferred.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates, Licenses, Registrations:

1. Valid Indiana Driver's License
2. Valid Automobile Insurance
3. Must provide dependable automobile and be able to drive in inclement weather.

Physical Demands/Work Environment:

The physical demands and work environment as described on the ergonomics sheet 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.

Job Description Review:

I have read and understand the job description for the position of Clinical Records Manager

SIGNATURE

DATE

Revised05/19crmjbds