

Position: Health Information Record Scanner/Indexer
Department: Health Information Management – Black Hawk Health Center
Supervisor: Health Information Manager
Supervises: None
FLSA Status: Non-Exempt

Position Summary:

Provides timely, accurate and accessible electronic clinical patient information charting by scanning medical records/health information reports using the VISTA application through the Electronic Health Record (EHR). This position is located in the Health Information Management section of the Black Hawk Health Center.

Duties and Responsibilities:

- Performs duties related to the receipt, preparation, scanning, indexing, and destruction of health and administrative information. Sorts loose health record documents daily, scan and indexes materials accordingly on a timely basis with established guidelines; and makes the proper disposition of documents for unavailable records.
- Scan documents into the electronic document management system format utilizing established process in a timely manner within 24 hours of receipt in the Health Information Management Department, to ensure that information becomes available for patient care.
- Performs quality control to ensure the integrity, completeness and legibility of scanned patient health records. Validation of the paper record to scanned images to ensure a complete and legible record.
- Responsible for tracking, retrieving and performing follow-up activities on health records.
- After the scanning and indexing process is complete, the incumbent will confirm information interchange by communicating with the Health Information Management Manager.
- Assumes the primary responsibility for hardware tests to insure proper feeding of scanner sheets. Maintains a daily productivity log of scanning and indexing activities. The productivity log will be provided to the Health Information Management Manager.
- Inspects the equipment, structures, or materials to identify the cause of errors or other problems or defects. Demonstrates knowledge and understanding of software function through education.
- Assumes responsibility of maintaining an inventory of supplies and spare parts for the scanner.
- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. Responsible for all productivity reports.
- Must be flexible in order to undertake a variety of miscellaneous duties and performs other job functions as assigned by the Health Information Management Manager.

Knowledge, Skills and Abilities:

- Good analytical skills with attention to detail.
- Good organizational skills with ability to prioritize tasks.
- Familiar with medical terms, identification of medical reports through medical terminology.

- Computer data entry, filing, spelling and telephone skills.
- Ability to plan work flow and implement appropriate actions.
- Knowledge of multiple systems and current computer technology regarding imaging and scanning applications and numerous VistA, EHR and IHS-RPMS applications.
- Communication, organization and time management.
- Good verbal/written skills and ability to manipulate paper with hands.
- Relates well with co-workers, other staff, and medical staff.
- Conscientious regarding the confidentiality and aware of confidentiality guidelines of the material that will be handled.

Supervisory Controls:

- Work is performed under the general supervision of the Health Information Manager or designated person in charge, who provides instructions on new or changed procedures.
- Identifies and suggests solutions to problems with the transferring and receiving of information.
- Assists HIM Manager as needed in training and answering questions concerning information processing methods.

Complexity:

- Involves knowledge of medical terminology, anatomy, physiology and the Health Insurance Portability and Accountability Act (HIPAA), Privacy Rule.
- Must have complete knowledge of operating scanning equipment and application procedures.

Physical Demands:

- Must have normal or corrected vision in order to read the necessary materials, reports, charts and patients' medical record numbers. Ability to concentrate and maintain accuracy.
- Must demonstrate ability to perform tasks that require hand-eye coordination such as keyboard skills and manual dexterity with the ability to operate office equipment.
- Frequently required to retrieve stacks of medical record loose reports weighing up to 15 pounds.
- Occasional bending, stooping, kneeling, crouching, reaching.
- Must be able to tolerate variable amounts of sedentary activity, standing and/or walking.

Education and Experience:

- High School Diploma with two (2) years work experience in the healthcare, information technology or business field, preferably medical records experience. Preferably a two-year Associate Degree in a health related field or information technology.
- Medical Terminology and Anatomy required.
- Prior experience with automated health records (e.g., VISTA, RPMS, EHR, etc.) or competency in using computers and computer applications is highly desirable.

- Knowledgeable in HIPAA, Privacy and Security and the Privacy Rule.

Printed Employee Name

Employee's Signature

Date

Supervisor's Signature

Date