

CLASS TITLE: HEALTH UNIT CLERK

Class Code: 02464500

Pay Grade: 15A

EO Code: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the coordination and documentation of medical services provided in a clinical or institutional setting focused on providing an optimal level of care to patients under the direction of medical supervisory personnel and physician orders; to assist in the operation and maintenance of an electronic medical records (EMR) system; and to do related work as required.

SUPERVISION RECEIVED: Works under the immediate supervision of a medical records administrator, staff physicians and/or Medical Program Director from whom assignments are received and by whom work is checked for completion.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the coordination and documentation of medical services provided in a clinical or institutional setting focused on providing an optimal level of care to patients under the direction of medical supervisory personnel and physician orders.

To assist in the operation and maintenance of an electronic medical records (EMR) system.

To be responsible for the coordination and scheduling of patients for primary care/specialty clinics and off-site medical visits; to coordinate and follow-up on physician and nurse practitioner orders.

To schedule patients for physician review post hospital admissions.

To be responsible for tracking documentation, documenting receipt of follow-up services from off-site providers.

To re-schedule appointments and provide documentation as required utilizing an electronic medical records (EMR) system scheduling module.

To schedule clinical space and identify potential conflicts.

To forward reports on patients receiving treatment for opioid addiction to the appropriate vendor and to schedule the patient with the MAT therapy provider.

To assist nursing and security staff in the daily running of reports generated by an electronic medical records system including the generation of appointment lists.

To check-in patients through the EMR, identifying appointments as "Kept".

To oversee the preparation, development, completion and return of furlough paperwork from security personnel.

To be responsible for verifying the completion and transmission of associated clinical forms in the EMR system (ex: Sched II, III, & IV prescriptions, Non-formulary prescriptions; mailing appropriate forms to contracted vendors/pharmacies) to comply with departmental policies/procedures and pharmacy laws.

To be responsible for the documentation and receipt of durable medical goods from vendors.

To send reminders to providers to document the receipt of durable medical equipment in the EMR system.

To maintain and review supplies for clinic use and reorder products as necessary.

To be responsible for running reports, including special needs for Wardens/Deputy Wardens.

To facilitate the delivery and pick-up of lab samples.

To prepare, collect and insure legible completion of any co-payment documentation and to transmit to the Inmate Accounts unit.

To monitor and answer information related to patient discharges and discharge medication requests.

To answer clinic telephones and respond to questions from security staff allowed under health regulations and policies including the validation of bottom bunk orders or other “special needs”.

To comply with all federal HIPAA requirements regarding confidentiality and privacy and comply with departmental policies and procedures, including printing/ photocopying medical records in response to a request for information with a valid authorization from the patient.

To liaison with supervisory staff and medical providers regarding the filling and documentation of orders, confidentiality and departmental/federal procedures, policies and/or regulations.

To assist in the provision of training and support in EMR utilization to staff.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of administrative functions in the provision of medical services to patients in a hospital setting and day-to-day responsibilities in the provision of supporting documentation in an electronic medical records system; ability to establish and maintain effective working relationships with staff, superiors, vendors, and the public in the delivery of medical services; ability to effectively follow-up with stakeholder groups, skill in coordinating the day-to-day management of medical services and the delivery of such; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have gained through: possession of a high school diploma or advanced certificate in the field of healthcare, healthcare administration, nursing, medical records; and

Experience: Such as may have gained through: employment in a responsible position assisting in the documentation and coordination of healthcare services or day-to-day utilization of an EMR system in a hospital or institutional setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 23, 2017