



Electronic Health Record Technician

Job Description

JOB INFORMATION

<i>Job Code:</i>	189012
<i>Job Title:</i>	Electronic Health Record Technician
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Medical Records/Information
<i>Job Family Group:</i>	Clinical Administration 1
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Organizes, analyzes and evaluates medical records. Releases medical information, as appropriate. Locates, retrieves and delivers medical records. Utilizes electronic health record system for inquiry purposes, to enter and send data and to generate reports. Perform electronic document validation ensuring that all documents are organized and filed in the appropriate patient medical records. Assists with ongoing training of staff and clinicians on the electronic health record system.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience working in a health information management department.
X		Strong knowledge of medical record format and content.
X		Ability to examine charts and verify required documentation needs.
X		Ability to navigate electronic health record systems.
X		Proficient in document imaging and electronic medical record functionality and concepts.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent verbal, written and computer skills.
X		Ability to perform project tasks in a timely manner.
X		Detail oriented.
	X	Analysis and chart completion experience.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Organizes, analyzes and evaluates medical records. Assembles patient records according to established procedures, ensuring correct patient identification. Releases medical information, as appropriate.				
Locates, retrieves and delivers medical records, both paper and electronic, for various reviews and studies. Utilizes electronic health record system for inquiry purposes, to enter and send data and to generate reports as requested.				
Performs electronic document validation, ensuring that all electronic documents (interfaced and scanned) are organized and filed in the appropriate patient medical records according to applicable alphabetic or numeric filing system.				
Assists with ongoing training of staff and clinicians on the electronic health record system. Schedules training sessions for staff. Conveys and demonstrates electronic health system procedures.				
Assists physicians with electronic health record completion functions. Consults with physicians to resolve or clarify codes for conflicting or unclear information. Interprets electronic health system procedures and policies.				
Creates new patient folder or chart for each patient using established department protocol. Determines whether chart is complete.				
Works closely with management communicating system and/or user concerns in a timely manner. Collaborates with management regarding functionality of electronic health record system.				
Interacts with vendors regarding the electronic health record system. Works with vendors to resolve problems or issues.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.