

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CLINICAL RECORDS SUPERVISOR
CLASS CODE: 6358

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: SUBSTANCE ABUSE

JOB SUMMARY

Under general supervision of the Health Information Privacy Officer, performs supervisory and advanced clerical work in organizing and coordinating day-to-day operations of the client records function. Ensures quality and compliance of records with established program guidelines and regulations.

ESSENTIAL FUNCTIONS

Supervises, plans, and coordinates the work of assigned personnel; grants sick, vacation, and personal leave after evaluating coverage and other work needs; identifies, evaluates, and resolves personnel concerns; oversees training and ensures work is completed accurately and efficiently; conducts staff meetings.

Evaluates performance and conducts performance appraisals; assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Coordinates and oversees clinical record keeping functions and processes; reviews projects in progress to ensure compliance to established standards and regulations; provides quality control in the updating and maintenance of client records; oversees the submitting of compliance/noncompliance documents to various courts.

Monitors division reports and reconciles client services reported with clients served and treatment areas; remedies errors or inaccuracies; ensures timely delivery of client data reports to the Director-Substance Abuse and to state agencies.

Attends various department or division meetings; represents the Health Information Privacy Officer in his/her absence; communicates meeting information to staff and/or division management as appropriate.

Assists with routine fiscal management of the division; collects and organizes budget details for the development of annual budget recommendations; may assist with the generation of budget reports and monitor compliance with fiscal guidelines; orders and maintains office supplies.

Resolves issues and answers complex questions from clients, the public, and employees regarding records and related treatment and compliance issues.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: Office management practices and procedures of the Division of Substance Abuse, Utah County Rules and Regulations, HIPAA, regulations and other laws, codes, or regulations specific to assignment.

Working Knowledge of: Proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic bookkeeping; operating standard office equipment; word processing, data entry, document composition, and spreadsheet creation.

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Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; effectively motivate and supervise others; maintain confidentiality of sensitive records and information; create and maintain record keeping, filing systems, and other work processes.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts or otherwise moves objects weighing up to 25 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room; work requires occasional contact with the public which exposes incumbent to other's illnesses and to individuals that may be angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two years directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with lead or supervisory experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Preference may be given to applicants with Registered Health Information Technician certification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.