

## UW HEALTH JOB DESCRIPTION

<b>JOB TITLE</b>			
<b>Job Code:</b> 440008	<b>FLSA Status:</b> Non-exempt	<b>Mgt. Approval:</b> C. Wessberg	<b>Date:</b> August 2019
<b>Department:</b> HIM		<b>HR Approval:</b> J. Tokarski	<b>Date:</b> August 2019
<b>JOB SUMMARY</b>			
<p>The Document Integrity Specialist performs a variety of tasks associated with the collecting, analyzing and indexing of patient care documentation in the medical record. Application of knowledge includes the process to store, retrieve, review, analyze, and process health-related information. The incumbent in this position is required to be well versed with varying State, Federal, regulatory and accreditation requirements. Incumbents must document HIM activities following applicable guidelines and regulations. The incumbent may work closely with both internal and external customers including clinicians, staff, vendors and patients.</p> <p>Medical records may exist in paper or electronic form and a wide variety of health record indices and computer databases may be utilized. Work is performed under the supervision of the Document Integrity Supervisor</p>			
<b>MAJOR RESPONSIBILITIES</b>			
<p><b>Document Integrity</b></p> <ul style="list-style-type: none"> <li>Provide training and direction to health care staff regarding medical record completion, management and confidentiality requirements.</li> <li>Contact physicians and other health care staff as needed to remedy identified record deficiencies or corrections.</li> <li>Release of the required documents upon completion of the specific documents electronically or manually.</li> <li>Review scanned documentation for quality, accuracy and completion of required documents</li> <li>Monitor daily reports and act upon them within the priorities established by management</li> <li>Follow statutory guidelines and other regulations to independently evaluate completion of records.</li> <li>Receives incoming phone calls and acts according to needs of callers.</li> <li>Evaluate active and discharge medical record for both completeness and quality of documentation.</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>Provide Manager/Supervisor with suggestions for improvement in workflows</li> <li>Actively participate in process improvement, engagement, department, staff and other work meetings/teams.</li> <li>Maintain knowledge of and adhere to all HIPPA, confidentiality and compliance regulations, rules, guidelines, policies and procedures.</li> </ul> <p style="text-align: center; font-weight: bold; margin-top: 20px;">ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
<b>JOB REQUIREMENTS</b>			
Education	Minimum	General Education Diploma (GED)	
	Preferred	High School Diploma	
Work Experience	Minimum	One year of progressively responsible Health Care related experience required. Education in Health Information Management may be substituted for years of experience.	
	Preferred	One year experience in a clinical or Health Information Management Department of a large health care facility	
Licenses & Certifications	Minimum		
	Preferred	RHIT or RHIA preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills</li> <li>Knowledge of indices and filing systems necessary to file, store, and retrieve information from paper and electronic record systems preferred (terminal digit filing preferred)</li> <li>Ability to examine the record and verify patient identification</li> <li>Ability to examine a document and determine its proper placement within the paper or electronic record</li> <li>Knowledge of standard medical terminology, basic human anatomy and medical record format, content and medical documentation order preferred.</li> <li>Detail orientated and ability to be self-motivated to prioritize and make decisions to complete duties in a timely manner.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Ability to work under pressure of deadlines.</li> <li>• Excellent interpersonal communication and team skills in a complex organizational setting.</li> <li>• Excellent internal and external customer service skills with the ability to remain calm, be patient and respond professionally to all requests</li> <li>• Ability to work in a team environment and to collaborate with a variety of professionals</li> <li>• Knowledge of and experience with conflict resolution techniques and problem analysis/resolution skills preferred</li> <li>• Knowledge of UW Health organizational structure preferred</li> <li>• Proficient in the operation and use of computers and scanners including various software programs such as Epic, word processing and spreadsheets</li> <li>• Ability to perform routine maintenance and basic maintenance of scanning equipment preferred</li> <li>• Ability to maintain patient and employee confidentiality</li> <li>• Ability to work scheduled on-call as needed</li> <li>• Ability to perform repetitious movement, including long periods of standing or sitting, along with the ability to stoop, bend, reach, step up and sit for extended periods of time.</li> <li>• Ability to lift 10 pounds.</li> <li>• Ability to perform job function and make decisions without direct supervision</li> </ul>
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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>X</b> <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>

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<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:	
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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.