

## UW HEALTH JOB DESCRIPTION

### HIM Assistant

**Job Code: 440003**

**FLSA Status: Exempt**

**Mgt. Approval: T. Senty Date: 6-16**

**HR Approval: MJG Date: 6-16**

### JOB SUMMARY

The HIM Assistant is responsible for HIM support and basic level technical duties associated with collecting, sorting, reviewing and distributing health information in paper and electronic formats. This position performs a variety of routine and non-complex tasks under direct supervision of HIM management staff and includes sorting, scanning, filing and review of patient medical record paper and electronic documentation and charts.

### MAJOR RESPONSIBILITIES

Review, look up and sort medical record documentation

- Look up patient information in the UWH EMR system to verify patient identity and determine medical record number.
- Utilizes HIM databases and spreadsheets to track work performed.
- Sort medical documentation for inclusion in the UWH EMR based on existing guidelines, utilizing online resources.
- Sort, pull and file paper medical charts and documentation according to terminal digit order and/or alphabetic order.
- Maintain the file area including straightening and shifting of documents and paper medical charts.
- Prepare paper medical charts for filing, back scanning and/or destruction.
- Assembles medical record material by collating standard material in a specific order.
- Search through paper and electronic backlog for requested documents.

Scanning

- Scan prepped medical documents into the document imaging system and label according to guidelines.
- Review scanning packets to ensure accuracy and image quality.
- Sort and deliver completed scanned batches, paper medical charts and incoming documents.
- Review completed documents according to retention plan and confidentially destroy documents.

Miscellaneous Duties

- Participation in focus groups and teams.
- Performs other duties as assigned by the HIM Management team

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	
	Preferred	High School Diploma or General Education Diploma (GED)
Work Experience	Minimum	
	Preferred	Six months of continuous and verifiable employment
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Ability to read and follow task schedule with minimal supervisory involvement.</li> <li>• Knowledge of and ability to use computers and a variety of computer programs including e-mail, word processing, database forms, spreadsheets and instant messaging.</li> <li>• Strong organizational skills required.</li> <li>• Ability to maintain strict confidentiality as well as the privacy needs of families and patients.</li> <li>• Ability to communicate and be understood.</li> <li>• Ability to read, understand and follow guidelines and simple directions.</li> <li>• Familiarity with medical terminology preferred.</li> </ul>

### 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)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)

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	School Age (6 – 12 years)	<b>X</b>	Older Adult (Over 65 years)
<b>JOB FUNCTION</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
<b>Physical Demand Level</b>	<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	<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>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>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>10-25#</b>	<b>25-50#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>50-100#</b>	<b>10-20#</b>
		<b>Over 100#</b>	<b>Over 50#</b>
			<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

**Work/Environmental:** Moderate noise level consistent with an office environment