

ORANGE COUNTY CLASS SPECIFICATION

TITLE: WARD CLERK **GRADE:** 5

TITLE ABBREVIATION: WARD CLERK **TITLE NO.:** 6784

JURIS. CL: C **SALARY CODE:** 08 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** MEDICAL RECORDS

SUPERVISOR'S TITLE: MEDICAL RECORDS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of a variety of specialized clerical duties which support the maintenance of medical records and/or provide clerical support to Nursing Units. The work requires a general understanding of the nursing care function as well as the rules, policies and procedures of medical records and the facility as a whole. General supervision is received from the Medical Records Director with leeway to exercise independent judgment when applying procedures to specific cases. Does related work as required.

TYPICAL WORK ACTIVITIES:

Utilizes computerized systems to input data provided by nursing staff, update and retrieve resident medical records including, but not limited to Patient Review Instruments, Comprehensive Care Plans and MDS+ assessments;

Screens residents' charts against established criteria to assure completeness and accuracy and maintains log of deficiencies; reports deficiencies to Medical Records Director in accordance with facility policies and procedures;

Maintains residents' files with current information by transcribing data, completing assigned portions of forms and flagging face sheet as required;

Distributes residents' medical information, as required, in accordance with policies and procedures;

Audits charts for quality control and notifies the Director of Medical Records of incomplete sections and the affected discipline;

Posts required information on unit calendar;

Maintains unit census/lists in Electronic Medical Record database;

Closes out all discharge, bed loss, expiration and Care Break records, delivers to the Medical Records Director and enters resident's name in log book;

Maintains the compendium of records six months or older separately from current resident chart and assists other disciplines in locating information in the overflow;

Utilizes computerized system to input, update, retrieve and print medical records data and to notify disciplines of doctor's orders via electronic mail;

Processes laboratory form upon physician's order;

Assists Director of Medical Records in the release of medical records by providing appropriate forms and obtaining signatures;

May occasionally participate in feeding residents;

May be required to provide relief phone coverage.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of medical terminology and procedures pertaining to medical record administration; working knowledge of office terminology, practices, procedures and equipment; working knowledge of record keeping techniques; ability to comprehend and carry out accurately, specific oral and written directions; ability to perform routine keyboarding tasks but position does not require the skills of a qualified typist; ability to perform work on computerized systems such as e-mail, calendar, medical records databases; ability to speak clearly and distinctly; organizational ability; ability to work with a geriatric and/or disabled population; cooperation; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.

REVISED: 01/02/2023 dmc