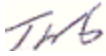


Lutheran Services Carolinas

Job Description

Job Title: Health Information Assistant
Supervisor (title): Health Information Management Coordinator
Department: Medical Records
Approved by:  **Date:** 7/30/19

Position Purpose/Summary:

This position performs duties that maintain order and efficiency of the nursing station, meet facility needs, and comply with State, Federal, and local regulations. This position provides clerical support and recordkeeping for the medical aspects of resident care at the nursing home.

Under the general supervision of the Director of Nursing or Health Information Management Coordinator, the Health Information Assistant is expected to work independently in the processing and recording of forms, records, and vital statistics.

Essential Functions

1. The Health Information Assistant will facilitate communication among clinical and non-clinical staff within and outside the agency;
2. Answer and transfer incoming telephone calls.
3. Answer call bell/light at the nurse's station and notify appropriate staff of resident's requests/needs.
4. Manage medical records, scanning, and filing.
5. Complete laboratory reports on residents prior to laboratory work being done.
6. Coordinate delivery of residents' lab work to hospitals and pick up prescriptions from pharmacy as needed.
7. Copy/print information for outside medical visits prior to residents' appointments.
8. Assist the Health Information Management Coordinator in maintaining the electronic health record for appropriate and accurate information.
9. Be responsible for maintaining unit inventories of medical supplies, office supplies, nutritional supplies, personal care supplies, and other supplies as needed.
10. Prepare reports as requested.
11. Communicate appropriate information to members of all departments.
12. Maintain confidentiality of all residents' information.
13. Follow established procedures in infection control and use of equipment and supplies.
14. Reflect LSC's mission, vision, values, and customer service standards in daily interactions.
15. Complete other assigned duties as may be necessary for the orderly operation of the facility.

Supervisory Responsibilities, if any: N/A

Qualifications (Minimum Job Requirements):

Education: Minimum H.S. diploma or equivalent; and/or equivalent combination of training and experience.

Experience: Must have knowledge and proven skill of medical office procedures, methods and practices.

Specific skills/abilities: Attention to detail; ability to proofread with accuracy; ability to comprehend and follow written and verbal instructions; scheduling and communication; proficient in Microsoft Office software (Word, Excel) and medical records software.

Specialized knowledge, licenses, etc.: Valid driver's license.

Preferences (Optional): Knowledge of medical terminology.

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Ambulatory throughout all areas of facility.
2. Ability to lift minimum of 35 pounds.
3. May sit at desk and in front of computer for extended periods of time; bending, stooping, reaching.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.