UNIVERSITY OF SOUTHERN CALIFORNIA  
Clinical Database Specialist  
Job Code: 185504

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<th>Grade:</th>
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<td>OT Eligible:</td>
<td>Yes</td>
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<td>Comp Approval:</td>
<td>2/26/2004</td>
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**JOB SUMMARY:**
Maintains and coordinates patients' electronic medical records database. Provides technical as well as operational support to ensure efficient day-to-day clinical workflow.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
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- Assists referring physicians in coordination of patient encounters, including retrieval and access to electronic patient records and other pertinent information such as files, materials, slides, digital radiological images, etc.
- Maintains unit or departmental electronic medical records database and related records to manage and process information and data. Enters and/or verifies database transactions. Ensures completeness of data. Follows up to obtain missing or additional data. Audits data to make sure database users enter data properly and adhere to pre-determined policies and procedures.
- Generates reports, lists, etc. as needed. Develops graphs or charts for data presentations as needed.
- Ensures efficient operation of clinical workflow within the department with regards to the operations of information system(s).
- Operates and maintains various electronic equipment and personal computer hardware and software. Troubleshoots basic applications as needed.
- Provides technical support and advises physicians on matters pertaining to access, data integrity, data security, procedures and design of enhancements.
- Releases patient information and/or data to referring physicians following established confidentiality procedures.
- Performs a variety of clerical duties as needed by the physicians, e.g., photocopies, collates and/or distributes materials, distributes and/or sorts mail, faxes, files, etc.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university's Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Associate's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 1 Year

**Minimum Field of Expertise:**
- Working knowledge of personal computer software including database, spreadsheets, etc.
- Knowledge of standard office tasks (e.g., filing, faxing, emailing, etc.)

**Preferred Education:**
- Bachelor's Degree

**Preferred Experience:**
- 2 Years

**Preferred Field of Expertise:**
- Knowledge of medical records and terminology.

**Skills: Administrative:**
- Answer telephones
- Assemble and organize numerical data
- Clinical documentation
- Communicate with others to gather information
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Read handwritten text
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software

**Skills: Other:**
- Organization
- Teaching/Training

**Skills: Machine:**
- Adding Machine
- Calculator
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Personal Computer
- Photocopier
Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _______________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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