UNIVERSITY OF SOUTHERN CALIFORNIA

Electronic Health Record Technician

Job Code: 189012

Grade: HD
OT Eligible: Yes

JOB SUMMARY:
Organizes, analyzes and evaluates medical records. Releases medical information, as appropriate. Locates, retrieves and delivers medical records. Utilizes electronic health record system for inquiry purposes, to enter and send data and to generate reports. Perform electronic document validation ensuring that all documents are organized and filed in the appropriate patient medical records. Assists with ongoing training of staff and clinicians on the electronic health record system.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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----- 100%  
Organizes, analyzes and evaluates medical records. Assembles patient records according to established procedures, ensuring correct patient identification. Releases medical information, as appropriate.

----- 100%  
Locates, retrieves and delivers medical records, both paper and electronic, for various reviews and studies. Utilizes electronic health record system for inquiry purposes, to enter and send data and to generate reports as requested.

----- 100%  
Performs electronic document validation, ensuring that all electronic documents (interfaced and scanned) are organized and filed in the appropriate patient medical records according to applicable alphabetic or numeric filing system.

----- 100%  
Assists with ongoing training of staff and clinicians on the electronic health record system. Schedules training sessions for staff. Conveys and demonstrates electronic health system procedures.

----- 100%  
Assists physicians with electronic health record completion functions. Consults with physicians to resolve or clarify codes for conflicting or unclear information. Interprets electronic health system procedures and policies.

----- 100%  
Creates new patient folder or chart for each patient using established department protocol. Determines whether chart is complete.

----- 100%  
Works closely with management communicating system and/or user concerns in a timely manner. Collaborates with management regarding functionality of electronic health record system.

----- 100%  
Interacts with vendors regarding the electronic health record system. Works with vendors to resolve problems or issues.

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
Yes 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:**
- High School or equivalent

**Minimum Experience:**
- 2 Years

**Minimum Field of Expertise:**
- Experience working in a health information management department. Strong knowledge of medical record format and content. Ability to examine charts and verify required documentation needs. Ability to navigate electronic health record systems. Proficient in document imaging and electronic medical record functionality and concepts. Excellent verbal, written and computer skills. Ability to perform project tasks in a timely manner. Detail oriented a requirement.

**Preferred Field of Expertise:**
- Analysis and chart completion experience preferred.

**Skills: Administrative:**
- Assemble and organize numerical data
- Clinical documentation
- Communicate with others to gather information
- Compose letters
- Coordinate meetings
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software

**Skills: Machine:**
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- 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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