



## Seminole County Sheriff's Office

### HEALTH INFORMATION SPECIALIST

Class Spec Code: 1040

Established Date: 10/14/2020

Last Revised Date: 01/18/2022

Effective: 11/18/2022

#### Salary Range

\$16.50 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Administrative work collecting, coding, office filing, scanning documentation into electronic medical records, and retrieving medical records in the Medical Section of the John E. Polk Correctional Facility.

#### Typical Duties

***Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.***

Maintains effective communication and provides guidance to other departments in matters relating to medical-legal aspects of the medical record. Coordinates all requests for health information. Retrieves and releases information from health records upon proper authority.

Reviews inmate health records for completeness and accuracy, referring incomplete or inaccurate records to the appropriate physician or other individual for correction.

Serves as the Medical Records Custodian for the facility. Responds to subpoenas as the records custodian for inmate medical records.

Coordinates all requests for health information. Retrieves and releases information from health records upon proper authority. Summarizes and prepares data for analysis and research. Answers inquiries concerning medical record information for authorized personnel.

Codes medical records according to standard nomenclature and classification system. Audits medical records for conformity with the Problem Oriented Record (POR) format.

Provides training to division employees, as required, in setting up and properly maintaining medical records.

Maintains files, office records, and other official records relating to the operation of the Medical Records area. Assembles and researches materials from files/records for use in preparing reports, summaries, tabulations, and office correspondence. Conducts research as necessary to complete special projects or assignments.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

**Minimum Qualifications**

- High School Diploma/GED; Associate's Degree preferred
- Three (3) years experience compiling, maintaining, and coding medical records
- Consideration may be given to equivalent combination of related training, education and experience
- Certification as an Accredited Record Technician by the American Medical Record Association preferred
- Must possess and maintain a valid Florida Driver's License

**Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of Microsoft Office software. Knowledge of medical records and medical terminology. Knowledge of the procedures for securing, accumulating, processing, preserving, retrieving, and controlling the distribution of medical records. Knowledge of the procedures for coding, classifying, indexing, and filing medical records manually and/or electronically.

Ability to work independently in carrying out assignments to completion. Ability to make decisions based on factual data.

Ability to establish and maintain effective working relationships with co-workers and interagency personnel. Ability to work

with detailed information. Ability to use a nomenclature and classification system. Ability to communicate effectively. Ability to establish and maintain effective working relationships with others.

### **WORKING CONDITIONS**

The work environment is an office/medical clinic within the confines of a correctional facility. Work is generally performed in a sedentary position. The position has limited direct contact with inmates. The position generally works during normal business hours. Some lifting up to twenty-five pounds and reaching to secure files is required.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility***-Mostly sedentary work but some standing and walking; constant use of a computer

***Lifting***-Able to lift at least 10 pounds

***Visual***-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

***Dexterity***-Frequent repetitive motion and reaching

***Emotional/Psychological***-Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

***Special Requirements***- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond

for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime