### JOB ANALYSIS QUESTIONNAIRE

**FOR HR USE ONLY**

<table>
<thead>
<tr>
<th>Position #:</th>
<th>123985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Med Records Clerk Chief</td>
</tr>
<tr>
<td>Grade:</td>
<td>39</td>
</tr>
<tr>
<td>Dept #:</td>
<td>8-76200</td>
</tr>
<tr>
<td>Job Group:</td>
<td>Educ./Exp.: HS+3-4years</td>
</tr>
<tr>
<td>License/Cent.:</td>
<td></td>
</tr>
<tr>
<td>Analyst:</td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td>7-16-00</td>
</tr>
<tr>
<td>Completion Date:</td>
<td>7-16-00</td>
</tr>
</tbody>
</table>

### DEPARTMENT INFORMATION

<table>
<thead>
<tr>
<th>Division/College:</th>
<th>Hospital/Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name and Number:</td>
<td>Medical Records 8-76200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Immediate Supervisor:</th>
<th>Med Records Supv</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor's Official Title:</td>
<td>Med Records Supv</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>323-5111</td>
</tr>
</tbody>
</table>

### SIGNATURES

| Employee: | ____________________________ |
| Supervisor: | ____________________________ |
| Dept./Coil. Budget Officer: | ____________________________ |
| Sector Budget Officer: | ____________________________ |

### BUDGET INFORMATION

| Funding Category Code: | |
| Account #: | 8-76240 |
| Proposed Budget Salary (Minus Benefits): | $ __ |

### POSITION INFORMATION

Check one: [ ] NEW POSITION [ ] RE-EVALUATION [ ] UPDATE ONLY

If this is a re-evaluation or update, please provide the position #:

If the duties of this position are similar to others in the unit, please provide the position number(s) and/or title(s)

<table>
<thead>
<tr>
<th>Hours Worked Per Week:</th>
<th>37.5</th>
<th>Of</th>
<th>37.5</th>
<th>=</th>
<th>100</th>
<th>% F.T.E.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i.e. 37.5 of 37.5 = 100% OR 20 of 40 = 50% F.T.E.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check One: [ ] Full-Time [ ] Half-Time [ ] Part-Time [ ]

Flex Leave: [ ] Yes [ ] No

Number of Months Worked Per Year ___________

Provide a brief justification for this request.

Is responsible for the duties of the referring physician copy process and physician letter process up to suspension. Is responsible for auditing medical records and training staff to perform various medical record functions. Is called upon to cover various areas of the department.

Summarize how the duties of this position relate to achieving the goals of the unit. Facilitates communication among caregivers. Assists the department in meeting JCAHO medical record completion requirements. Ensures staff are trained appropriately as well as providing coverage to various areas to maintain deparmental operations.
**JOB OUTLINE**

**List this job's key responsibilities in order of importance.** Most jobs have three to five major responsibilities. Please specify the approximate percentage of time spent on each. Major job responsibilities are typically only one to two words.

For example:

<table>
<thead>
<tr>
<th>Major Job Responsibility:</th>
<th>Records/forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Functions:</td>
<td>Prepare IDIV's, DAV's, maintain personnel records and correspondence files.</td>
</tr>
<tr>
<td><em>Competencies/Skills</em>:</td>
<td>Planning and organizing, dependability and attention to detail.</td>
</tr>
<tr>
<td>Percent of Time:</td>
<td>30.0%</td>
</tr>
</tbody>
</table>

1. **Major Job Responsibility:** Record Management
   - **Essential Functions:** Audits medical records for completion requirements. Assembles, analyzes and makes volumes for medical records. Files medical reports in medical records. Completes physician letter process up to suspension. Corrects any errors noted when processing letters. Delivers all letters to the appropriate location in a timely manner. Maintains assigned productivity standards.
   - **Competencies/Skills:** Quantity of Work, Quality of Work, Attention to Detail, Judgement, Planning and Organizing, Tenacity
   - **Percent of Time:** 30%

2. **Major Job Responsibility:** Education/Training
   - **Essential Functions:** Trains employees to assemble, analyze, and make volumes for medical records. Trains employees how to file medical reports. Provides education/training to employees about how to use the SoftMed computer system. Ensures trained employees are competent to perform functions of position (checklist completion).
   - **Competencies/Skills:** Sensitivity, Teamwork, Communication, Technical/Professional Proficiency, Dependability, Leadership
   - **Percent of Time:** 40%

3. **Major Job Responsibility:** Customer Service
   - **Essential Functions:** Mails copies of medical transcription to referring physicians. Provides courtesy calls to physicians regarding medical record deficiencies. Provides coverage for various areas of the department (record assembly and analysis, the physician's workroom, and other areas as necessary).
   - **Competencies/Skills:** Customer Service Orientation, Attention to Detail, Communication, Teamwork, Impact, Listening
   - **Percent of Time:** 30%

4. **Major Job Responsibility:**
   - **Essential Functions:**
   - **Competencies/Skills:**
   - **Percent of Time:**%

5. **Major Job Responsibility:**
   - **Essential Functions:**
   - **Competencies/Skills:**
   - **Percent of Time:**%

**Performance Factors**

TOTAL %: **100**

100% **NOTE:** Additional copies of this page may be attached if more space is needed.
JOB REQUIREMENTS

Question 1: Education

What is the minimum formal education level required to do this job? (Mark one box.)

- ☐ Less than High School
- ☐ High School/GED
- ☐ Technical/Skills Training
- ☐ Technical Diploma
- ☑ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree

*Please list any specific degree requirements*

Question 2: License/Registration/Certification

Are any of the following required to do this job at UK? (Mark all that apply.)

- ☑ None
- ☐ Eligibility for Professional License, Registration or Certification
- ☐ Professional License, specify:____
- ☐ Registration, specify:____
- ☐ Certification, specify:____
- ☐ Driver's License
- ☐ Commercial Driver's License

Question 3: Experience

What is the minimum job-related experience required to do this job? Experience can be gained either inside or outside UK. (Mark one box.)

- ☐ No experience required
- ☐ Six months or less
- ☐ More than six months but less than one year
- ☐ One to two years
- ☐ Three to four years
- ☐ Five to six years
- ☐ Seven to nine years
- ☐ Ten years or more

*Please list any specific skills sets which may be required to perform the duties of the position: (i.e., MS Windows, Excel, etc.)*

Basic math skills, Microsoft Office (Word and Excel), Filing Systems, and basic medical terminology.
A brief justification for this request:

Is responsible for the duties of the referring physician copy process and physician letter process up to suspension. Is responsible for auditing medical records and training staff to perform various medical record functions. Is called upon to cover various areas of the department.

Major Job Responsibilities and Essential Functions:

Record Management
Audits medical records for completion requirements. Assembles, analyzes and makes volumes for medical records. Files medical reports in medical records. Completes physician letter process up to suspension. Corrects any errors noted when processing letters. Delivers all letters to the appropriate location in a timely manner. Maintains assigned productivity standards.

Education/Training
Trains employees to assemble, analyze, and make volumes for medical records. Trains employees how to file medical reports. Provides education/training to employees about how to use the SoftMed computer system. Ensures trained employees are competent to perform functions of position (checklist completion).

Customer Service
Mails copies of medical transcription to referring physicians. Provides courtesy calls to physicians regarding medical record deficiencies. Provides coverage for various areas of the department (record assembly and analysis, the physician's workroom, and other areas as necessary).
Employment Standards:

Specific degree required: 

Specific professional license required: 

Specific registration required: 

Specific certification required: 

Specific skill sets required: Basic math skills, Microsoft Office (Word and Excel), Filing Systems and basic medical terminology.


Summary of how the duties of this position relate to achieving the goals of the unit: Facilitates communication among caregivers. Assists the department in meeting JCAHO medical record completion requirements. Ensures staff are trained appropriately as well as providing coverage to various areas to maintain departmental operations.