THE UNIVERSITY OF KENTUCKY - LEXINGTON

JOB ANALYSIS QUESTIONNAIRE
PART A
FOR HR USE ONLY

Position #: 114425
Title: Staff Support Associate II
JCC: _____
Grade: 39
Dept #: 8-76200
Job Group: _____
Educ./Exp.: HS+1-2 years
License/Cent.: _____
Analyst: _____
Effective Date: 7-16-00
Completion Date: 7-16-00

DEPARTMENT INFORMATION
Division/College: Hospital/Medical Center
Department Name and Number: Medical Records
Department 8-76200
Immediate Supervisor: Manager, Medical Records
Supervisor's Official Title: Manager, Medical Records
Telephone #: 323-5111

SIGNATURES

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

Funding Category Code: ________
Account #: 8-76210
Proposed Budget Salary (Minus Benefits): ________

BUDGET 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) ______

Hours Worked Per Week: ________
37.5 Of 37.5 = 100 % F.T.E.
(i.e. 37.5 of 37.5 = 100% OR 20 of 40 = 50% F.T.E.)

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.
To provide administrative support to seven cost centers of the Medical Records Department. The cost centers include 76210 (Administrative), 76220 (Files), 76230 (Transcription), 76240 (Record Assembly & Workroom), 76250 (Coding), 76260 (Correspondence) and 76270 (Tumor Registry)

Summarize how the duties of this position relate to achieving the goals of the unit.
Processing birth certificates in a timely manner allows the hospital to meet state requirements. Participating in budget preparations and payment of invoices assists the Director in being fiscally responsible. Monitoring supplies ensures staff have what is necessary to complete duties. Completing payroll and personnel processing functions allows the department to maintain appropriate staffing. Assisting with reports facilitates meeting JCAHO requirements.
**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.

<table>
<thead>
<tr>
<th>Major Job Responsibility</th>
<th>Essential Functions</th>
<th>Competencies/ Skills</th>
<th>Percent of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records/forms</td>
<td>Prepare IDIV's, DAV's, maintain personnel records and correspondence files.</td>
<td>Planning and organizing, dependability and attention to detail.</td>
<td>30.0 %</td>
</tr>
<tr>
<td>Supply/Inventory Maintenance</td>
<td>Orders supplies, pays bills, and prepares purchase documents. Identifies the most cost efficient supply sources. Communicates with vendors related to purchases and settling accounts. Maintains space and equipment inventories.</td>
<td>Analysis, Utilization of Resources, Planning and Organizing</td>
<td>20%</td>
</tr>
<tr>
<td>Birth Certificate Processing</td>
<td>Prepares all birth certificates for submission to the state. Is knowledgeable of the requirements of the state. Communicates with county and state vital statistics staff, patients and UK staff and physicians. Reviews medical records for pertinent information. Maintains productivity standards as assigned.</td>
<td>Attention to Detail, Quality of Work, Quantity of Work, Communication</td>
<td>40%</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>Prepares records for closed and focused medical record reviews. Prepares tally and report from the closed and focused medical record reviews. Documents minutes from departmental staff meetings. Prepares copies and/or correspondence for various meetings.</td>
<td>Attention to Detail, Quality Awareness</td>
<td>10%</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Interacts with departmental staff, patients, physicians, other UK ancillary staff and vendors.</td>
<td>Customer Service Orientation, Sensitivity, Listening, Teamwork, Communication</td>
<td>10%</td>
</tr>
<tr>
<td>Filing and Record Keeping</td>
<td>Initiates all paperwork for all personnel functions and processes payroll using on-line system and paper forms as required. Ensures confidentiality when managing the staff personnel files.</td>
<td>Attention to Detail, Confidentiality, Dependability</td>
<td>20%</td>
</tr>
</tbody>
</table>

**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.)

- No Less than High School
- High School/GED
- Technical/Skills Training
- Technical Diploma

5. Associate's Degree
6. Bachelor's Degree
7. Master's Degree
8. 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

5. Three to four years
6. Five to six years
7. Seven to nine years
8. 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, typing, and basic medical terminology.
A brief justification for this request:

To provide administrative support to seven cost centers of the Medical Records Department. The cost centers include 76210 (Administrative), 76220 (Files), 76230 (Transcription), 76240 (Record Assembly & Workroom), 76250 (Coding), 76260 (Correspondence) and 76270 (Tumor Registry).

Major Job Responsibilities and Essential Functions:

Supply/Inventory Maintenance
Orders supplies, pays bills, and prepares purchase documents. Identifies the most cost efficient supply sources. Communicates with vendors related to purchases and settling accounts. Maintains space and equipment inventories.

Birth Certificate Processing
Prepares all birth certificates for submission to the state. Is knowledgeable of the requirements of the state. Communicates with county and state vital statistics staff, patients and UK staff and physicians. Reviews medical records for pertinent information. Maintains productivity standards as assigned.

Administrative Support
Prepares records for closed and focused medical record reviews. Prepares tally and report from the closed and focused medical record reviews. Documents minutes from departmental staff meetings. Prepares copies and/or correspondence for various meetings.

Customer Service
Interacts with departmental staff, patients, physicians, other UK ancillary staff and vendors.

Filing and Record Keeping
Initiates all paperwork for all personnel functions and processes payroll using on-line system and paper forms as required. Ensures confidentiality when managing the staff personnel files.
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, typing, and basic medical terminology.

Competencies/Skills: Analysis, Utilization of Resources, Attention to Detail, Quality of Work, Quantity of Work, Quality Awareness, Teamwork, Listening, Sensitivity, Planning and Organizing, Communication, Customer Service Orientation, Dependability and Confidentiality.

Summary of how the duties of this position relate to achieving the goals of the unit: Processing birth certificates in a timely manner allows the hospital to meet state requirements. Participating in budget preparations and payment of invoices assists the Director in being fiscally responsible. Monitoring supplies ensures staff have what is necessary to complete duties. Completing payroll and personnel processing functions allows the department to maintain appropriate staffing. Assisting with reports facilitates meeting JCAHO requirements.

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