

 Oroville Hospital	Job Description for Coder/Analyst Clerk		Department:	Health Information Management
			Dept. #:	8700
	Last Reviewed:	05/08; 08/12		
	Last Updated:			

Report to

Director of Health Information Management

Job Summary

Under general supervision the Coder/Analyst will, on a daily basis, check and route all medical record charts returned to the Medical Records Department from other areas of the hospital; assemble and prepare chart deficiency sheets for all DOA/DAA charts, and forward charts to the coder; route all charts placed in the “completed” chart area to the coder, to any remaining physicians for dictation or signature, to the transcription area if dictated, or to other areas as indicated.

Duties

1. Performs the final chart analysis procedure prior to filing any chart away in the permanent files. This procedure of chart analysis is a comprehensive quantitative analysis of the contents of the Medical Record
2. Additional analysis of all charts will be conducted to determine appropriate surgical indications, blood utilization or applicability to pre-established Medical Staff Occurrence Screens
3. Any chart not meeting these pre-established criteria/indicators will be forwarded to the appropriate Medical Staff Department Committee for secondary screening
4. Knowledge of existing medical record rules and guidelines pertaining to chart completeness and requirements of the JCAHO and Title XXII is explicit. Any chart not felt to meet the set requirements will be forwarded to the Director/Assistant
5. It will be the responsibility of the analyst on a monthly basis to check charts that have accumulated in the “other”, “nursing”, “PKU”, “prenatal” and “death certificate” holding areas for completion/deficiencies
6. Charts that have been completed can be routed for filing; charts still requiring lab reports, etc. will have the deficiencies typed onto a list and forwarded to the appropriate department. Date this report deficiency list and keep a copy for appropriate follow-up
7. The Analyst will assume other related responsibilities and duties as assigned

Qualifications

1. At least two years experience in the medical records field with knowledge of the principles and practice of medical record keeping; medical and anatomical terminology

Lifting Requirements

Light – generally lifting not more than 20 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.