

 Oroville Hospital	Job Description for Electronic Health Record Scanning Operator	Department:	Electronic Health Record/HIM
		Dept.#:	8481/8700
		Last Updated:	2/19/10

Reports To

Director of Medical Records

Job Summary

The incumbent provides ongoing assistance to hospital departments which are implementing or utilizing the current Electronic Health Record solution, serves as primary contact for issues pertaining to the use and performance of document scanning.

Duties

1. Following established guidelines, scan of patient documents into the Electronic Health Record
2. Provide ongoing support in use of the Electronic Health Record product
3. Participate in determining appropriate naming convention of tabs associated with scanning process
4. Notify appropriate staff, and/or management, of issues relating to the Electronic Health Record or any systems under the direction of the Electronic Health Record or H.I.M. department
5. May be called upon to assist with hardware and or software set up as it pertains to the Electronic Health Record product
6. May be called upon to work weekends and off shifts as needed
7. Other duties as assigned

Qualifications

1. High School graduate with a minimum of one year experience in working in a Hospital, or Medical Office setting, where use of patient chart was a daily activity
2. Familiar with chart assembly, scanning procedures and medical terminology required
3. Excellent oral and written communication skills

Lifting Requirements

Medium: generally lifting not more than 50 lbs maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.