

 Oroville Hospital	Job Description for Lead Electronic Health Record Scanner	Department:	Clinic Management
		Dept.#:	Various
		Last Updated:	9/2010

Reports To

Director of Clinic Management

Job Summary

The Lead Electronic Health Record Scanner serves as an intermediary to transfer and scan the paper health record in to the electronic medical record.

Duties

1. Performs scanning of the paper health information record into the electronic health record following established guidelines.
2. Performs qualitative and quantitative analysis of scanned document images to assure accuracy and legibility maintained.
3. Participates with clinic office staff, and supervisors, hospital departmental staff and supervisors to establish well coordinated compliant scanning routines.
4. Serves as an educator and facilitator to assure timely record scanning and maintenance of hard copy health information records.
5. Participates in the developing and updating of training materials.
6. Promotes an atmosphere that encourages enthusiasm regarding accurate record maintenance and availability.
7. Ability to operative and communicate effectively while under pressure.
8. Maintains work schedule flexibility to meet short timeframes.
9. Demonstrates effective problem identification, problem solving and priority setting skills.

Qualifications

1. High School Graduate with a minimum of two years experience working in healthcare with health records, performing health record maintenance, on a daily basis.
2. Must be knowledgeable regarding patient health information and HIPAA compliance.
3. Must be organized and demonstrate the ability to follow guidelines.
4. Must demonstrate excellent interpersonal and communication skills.
5. Must demonstrate the ability to be self directed.

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6. Must demonstrate the ability to follow the organization's confidentiality and security rules.

Lifting Requirements

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