



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00080	Pay Grade:	2
JD Title:	Records Scanner (I)	JD FTE Hours:	35
Job Family:	Data Management		

General Description

Responsible for scanning medical documents to electronic medical records and maintaining patient paper charts.

Representative Duties & Responsibilities

- Scan and upload paper reports and documents.
- Create and maintain electronic patient folders.
- File, maintain, purge, and repair patient paper charts.
- Destroy inactive paper charts according to established procedures and guidelines.
- Retrieve paper or electronic chart reports at on-site and off-site locations as requested by clinicians.
- Write formal notes and records such as procedures for scanning and uploading documents.
- Gather and compile information received from hospitals, labs, or community health agencies.
- Prioritize requests from health professionals requesting patient reports.
- Respond to or redirect routine inquiries.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.

Supervision

- No formal supervision of others is required.

Qualifications

- 1 year Community College diploma in Office Administration or related field.
- Requires 1 year of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to select and scan patient charts.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of greater than 3.5 hours of routine mental effort for activities such as:
 - Scanning and uploading paper reports and documents.
 - Creating and maintaining electronic patient folders.
 - Filing, maintaining, purging, and repairing patient paper charts.
 - Destroying inactive paper charts according to established procedures and guidelines.
- Elements of moderate mental effort are not a regular feature of this job.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally handles competing requests from multiple sources.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD #:	JD00080	Pay Grade:	2
JD Title:	Records Scanner (I)	Total Points:	233
Job Family:	Data Management		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	2.5	49
	2. Breadth of Knowledge	1.0	5
	3. Adaptation to Change/Updating of Learning	1.5	8
	4. Interpersonal Skill	2.0	23
	5. Education and Experience	C2	48
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	1.0	10
Responsibility	9. Planning and Coordination	2.0	28
	10. Responsibility for Others	1.0	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	1.5	26
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	1.0	3
	14. Health and Safety	1.0	5