

**Northwest Colorado Visiting Nurse Association
Home Health and Hospice Administrative Assistant**

General Statement of Duties:

This position is responsible for the custody, auditing and filing of medical records, verification of PARs (prior authorizations requests) verification of patient/client insurance for the Home Health and Hospice department. This person conducts job duties with regard to ethical and legal standards of medical records practice as well as assists with administrative functions of the Home Health and Hospice department.

Supervision Received:

Works under the general direction of the Clinical Supervisor for Home Health and Hospice.

Supervision Exercised:

None.

Essential Functions:

1. Responsible for the quality and content of the medical record, from admission to discharge.
 - Organizes, maintains, scans and files medical records documents using developed and established systems as set by the agency.

Performs general medical record duties which may include a combination of the following:

- Performs all clerical duties related to the processing of requests related to the electronic health record, physician/provider orders and skilled staff (i.e. answering telephone, typing, submitting fax requests and all miscellaneous clerical as delegated by the Clinical Supervisor).
- Creates and maintains client medical record in electronic health record.
- Maintains the storage of medical records per state and federal regulations, and agency policy.
- Track and follow-up on delinquent medical records until complete.
- Verification of physician licensure with PECOS.
- Attends to medical information requests from outside agencies; obtains necessary medical information from outside agencies as requested by Home Health and Hospice staff.
- Requisitions medical records forms; collates new permanent and patient information folders.
- Attends Agency and Home Health meetings and activities.
- Performs non-clinical audit checklist of medical record.

2. Assists the clinical supervisor and staff with overall coordination of Home Health department, including but not limited to administrative functions and scheduling.

This description of responsibilities is intended to provide the essential functions of the position. These are only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High school graduate or equivalent required. College degree preferred.

Experience:

1. One year minimum recent experience in a health care facility and/or medical records department required.
2. Good computer skills

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling \$300,000 and valid Colorado driver's license.

Skills:

1. Ability to file charts and records into client charts by using alpha system.
2. Ability to verify, negotiate and follow-up with private insurance companies.
3. .
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5. Ability to handle multiple tasks.

Knowledge:

1. Knowledge of medical terminology.
2. Knowledge of medical records policies and procedures.

Abilities:

1. Conduct job duties with regard to ethical and legal standards of medical records practices.
2. Performs all clerical functions in the Home Health and Hospice department.
3. Professional manner in dealing with confidential records.

Equipment:

1. Daily use of multi-line phone system, fax, copy machine, computer, shredder, postage meter, and other office equipment.

Working Conditions:

1. Job involves sitting for 80% of work day, excluding breaks and lunch. Rest of time is spent standing, reaching, or bending to retrieve various charts etc.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____