

Employment Opportunities

EO-431

April 3, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1022 Medical Records Coordinator – Reedsburg, Wisconsin

Purpose of the Position

The purpose of the Medical Records Coordinator is to direct and supervise the maintenance and/or release of resident’s medical records for the Sauk County Health Care Center.

Job Duties and Responsibilities

- Act as administrator and programmer of the Electronic Charting System (ECS) for health information, oversee assignment of login and passwords.
- Manage the medical record department by training, guiding, monitoring, instructing, evaluating, promoting, and disciplining Medical Records Clerks.
- Assist with the filing and auditing of medical records.
- Maintain active and closed medical records and destruction of medical records according to regulations.
- Monitor release of confidential health information and ensure release forms are obtained when required in coordination with Administrator and Corporation Counsel.
- Enter resident demographic information on admission, discharge, transfers and change in pay status, and ensure all changes are up to date in the electronic record system.
- Act as the facility’s computer and electronic devices (phone system, cell phones, printers, copiers, and related supplies) administrator in cooperation with the Management Information Systems Department.
- Assign and update ICD-10 codes for treatment and diagnoses for Medicare and Medicaid Reimbursement.
- Assure Medicare Certification/Re-certifications are completed timely per Medicare regulations.
- Serve as HIPAA Compliance Officer and Security Officer.
- Coordinate with Clerk of Corks to register and update resident voting records and send appropriate correspondence to residents and family.
- Notify appropriate parties, county (register of deeds) , state and federal (Social Security) agencies of admissions, transfers, discharges, and deaths for residents with a payor source of medical assistance and/or are protectively placed.
- Assure all Federal & State required forms/reports are updated according to regulations.
Report and resolve problems related to electronic medical record entries and re-analyze records for quality check.

- Provide information for State Survey Team.
- Compile and fax/send health information for Medicare/Insurance Review for payment.
- Transcription of physician dictation.
- Maintain and update daily census report.
- Provide admission information and data to Leading Choice.
- Member of facility Department Head, Quality Assurance Process Improvement (QAPI) and Medicare committees.
- Develop Medical Record policies and procedures.
- And other duties as assigned.

Knowledge, Skills and Abilities

- To manage, direct, teach, control, counsel, mediate, convince and persuade others.
- Advisory data and information such as residents' records, data collection sheets, timecards, purchase orders, medical and treatment procedure code books, facility and county policy manuals, computer software operating manuals, procedures, guidelines, laws, and routine and non-routine correspondence.
- Communicate effectively verbally and in writing with Department personnel, Social Security and Social Service personnel, social workers, hospital and clinic personnel, physicians, and vendor representatives.
- Explain, demonstrate, and clarify to others established policies, procedures, and standards.
- Medical Terminology
- Knowledge of MDS assessment tool
- Computer skills, such as Microsoft Word and Microsoft Excel.
- Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals.
Analyze data and information using established criteria to define consequences and consider and select alternatives.
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information.
- Assemble, copy, record, and transcribe data and/or information.
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations.
- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer.
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing, and pulling.

Environment

- Safe and comfortable in respects to violence, noise, and disease.

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Associate's degree in Health Information or another related field
2 years of medical record keeping experience
1-2 years of medical coding and billing experience

Preferred: 1 year of supervisory experience

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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