

## UW HEALTH JOB DESCRIPTION

### Am Doc Services Specialist

Job Code: 440087	FLSA Status: Non-Exempt	Mgt. Approval: C. Schlough / M. Key	Date: March 2020
Department : Clinical Documentation Services / Transplant		HR Approval: J. Middleton	Date: March 2020

### JOB SUMMARY

The Amb Doc Services Specialist is responsible for abstraction of health data from outside healthcare facilities into the UW Health electronic health record (EHR), entry and/or verification of laboratory data into the EHR, scanning patient reports, and other duties deemed appropriate. The Amb Doc Services Specialist works independently with supervisory support regarding priority of work and other documentation-related tasks. Other projects may include testing new or current software applications, documenting changes or issues, keeping track of time spent on various tasks, and/or reporting discrepancies in the patient electronic record. Other responsibilities may include abstraction/documentation-related technical support, answering telephone inquiries, review of provider and/or clinical staff documentation, scanning, and other documentation-related tasks as assigned.

### MAJOR RESPONSIBILITIES

1. Abstract/enter patient health data into the patient's electronic medical record as instructed, with high degree of accuracy, from completed forms, transferred records or medical reports received from other organizations.
2. Applies knowledge of medical documentation/abstraction guidelines (UW Health Style Guide, Abstraction Guidelines) and practices.
3. Proficient in referencing and researching with full library of references.
4. Recognize, interpret, and evaluate inconsistencies, discrepancies, and inaccuracies in clinical documentation/abstraction appropriately to clarify, flag, or report them, as needed.
5. Adhere to policies and procedures to contribute to the efficiency of the department.
6. Communicate and interact productively with management personnel with objective feedback as needed.
7. Navigate the electronic medical record efficiently and accurately.
8. Understand and uphold the medicolegal implications and responsibilities of the healthcare record, ensuring compliance with organizational, local, state and federal policies, rules and regulations, along with security standards and privacy practices.
9. Access, update and maintain personal and department file management system.
10. Keep a current understanding of UW Health systems, priorities, timelines and goals that contribute to the mission of the department and the organization.
11. Continually develop understanding of multiple computer applications and software programs in order to effectively contribute and adapt to the organization's needs.
12. Follow UW Health electronic record documentation expectations, policies and procedures as well as patient privacy policies (HIPAA).

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	High school diploma
	Preferred	Certification or Associates Degree in Healthcare related field
Work Experience	Minimum	

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	Preferred	3 years prior healthcare related experience
Licenses & Certifications	Minimum	
	Preferred	Certification in a healthcare-related field or three years' prior healthcare experience
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Knowledge of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications, and laboratory components required</li> <li>• Knowledge of the medicolegal implications and responsibilities of the healthcare record, ensuring compliance with organizational, local, state, and federal policies, rules and regulations, along with security standards and privacy practices.</li> <li>• Demonstrate high degree of professionalism and service excellence</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work as a member of a team</li> <li>• Proficiency in use of Epic or UW Health Link required; MS Word and Excel preferred</li> <li>• Excellent knowledge of correct grammar, spelling, sentence structure</li> <li>• Ability to work in a fast-paced, production –based environment with a high degree of accuracy</li> <li>• Ability to prioritize work to meet time constraints and deadlines</li> <li>• Ability to maintain confidentiality of patient health information</li> <li>• Ability to proofread, verify, copy, edit and/or enter discrete data from one source to another (computer monitor, paper) with a high degree of accuracy</li> </ul>	

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>x</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.