King County

ADMINISTRATIVE SPECIALIST III
MEDICAL RECORDS LEAD
PUBLIC HEALTH- SEATTLE & KING COUNTY
CHS/Eastgate Public Health
Hourly Rate Range $16.88-$21.39
Job Announcement: 05TA4966
OPEN: 2/23/05 CLOSE: 3/1/05

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Karen Veloria at (206) 296-9775 for further inquiries. ***PLEASE NOTE:*** Applications not received at the location specified above may not be processed**.** Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: A King County application form, data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 14350 SE Eastgate Way, Bellevue, 98007

WORK SCHEDULE: This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS INCLUDE: This position is the lead in medical records but will also be a participant in the clerical lead team. The duties include but are not limited to: oversight of medical records area and limited delegation to staff working in medical records; training staff on clinic record procedures including use of Signature/OAS Gold; resolving duplicate numbers; site resource person for issues regarding confidentiality, records releases and legality in relation to medical records; coordinate and inform staff of site purge activities and lead temporary staff doing the quarterly purge of medical records; monitor and order supplies. Must be able to work with staff and supervisor (PHASS) to develop and promote team-centered atmosphere to facilitate operation which are efficient and provide maximum service delivery to clients. The position will be the Site resource person for Medical Record Tracking System implementation and will also be cross trained to help coverage in medical clinic in event of absences.

QUALIFICATIONS:

- Alphanumeric filing, math skills and the ability to enter data with at least 95% accuracy and a minimum of 6500 keystrokes per hours.
- Skill using word processing and creating and using Excel spreadsheets.
- Skilled in 10 key by touch.
- Knowledge of general office policies, procedures and practices
- Knowledge of rules, regulations, codes, policies and procedures relating to Medical Records

- Skilled in conflict resolution
- Skilled in data gathering and/or research skills.
- Skilled working in a medical/dental environment with background working in a lead capacity.
- Demonstrated ability using multi-tasking skills on a daily basis.
- Strong team work skills and skilled in working with diversity in the workplace in addition to working with diverse clientele.
- Excellent customer service skills.
- Ability to squat, stand, bend on a daily basis.
- Ability to lift or move boxes of medical charts weighing up to 25 lbs from location to another.
- Organizational skills
- Training skills
- Initiative and accountability skills for work product or service, of sensitive matters.
- Skill in providing direction regarding work assignments and in delegating work assignments to appropriate staff members.
- Skill in following oral and written instructions and in following through on assignments.
- Skill in prioritizing work load and adapting to changes in work load demand.

DESIRED QUALIFICATIONS:

- Preference will be given to individuals with demonstrated leadership skills

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: IFPTE Local 17

***CLASS CODE: 8388* SEQUENCE NUMBER: 1749**