



JOB SUMMARY

Title of Position: CQI File Specialist
Supervisor: Chief Quality Officer, Continuous Quality Improvement

FLSA Status: Non exempt
Department: Operations

Our Culture is built on our competencies. We foster a team-oriented environment and encourage creative solutions.

Cayuga Centers Competencies:

- Demonstrates Team Work & Partnership within the agency and the communities we serve
- Delivers Results while Embracing Excellence and Efficiency
- Leads with a Strong Belief in the Values We Hold at Cayuga Centers
- Acts and Leads with Human Sensitivity and Respect
- Embraces Change, Innovation, and Opportunities

JOB OBJECTIVES: Create, organize and maintain the agency filing system in accordance with all state and Federal over sight agencies (SOA), Council on Accreditation (COA) standards, Health Care Financing Administration (HCFA) regulations, and agency policies and procedures. Is the agency's dedicated Privacy Officer HIPAA.

SKILLS/QUALIFICATIONS:

- Associate degree in Health Information Technology required
- Experience operating/administrating a medical records system (EMR)
- RHIT eligible
- Ability to maintain a high level of accuracy and attention to detail
- Excellent knowledge of Microsoft Office applications, specifically Excel
- Ability to work independently
- Excellent communication and human relations skills
- Ability to utilize computer technology to perform job functions
- Ability to handle confidential material in a responsible manner
- Valid NYS Driver's License required
- Vehicle required: Must be safe and dependable
- Ability to travel with little notice to all agency locations

PHYSICAL REQUIREMENTS:

- Word processing: Including responding to e-mails, composing letters, completing computerized documentation, transcribing minutes for meetings, etc.: This involves sitting at a computer for a minimum of 5 hours and could be up to 7 hours a day depending on program needs
- Must be able to stand for long periods of time
- Must be able to lift up to 50 pounds
- Completing paperwork –Such as copying, stapling as needed
- Answering phones, processing mail, filing, lifting packages as needed
- Walking up/down stairs

HOURS PER WEEK: Non-Exempt

- Regular hours entail 9:00am – 5:00pm, Monday – Friday. Must be flexible to meet program needs

FUNCTIONS:

- Organizes, oversees, and maintains the agency filing systems
- Maintains an efficient and accessible filing system for screening active and closed case records
- Communicates pertinent, descriptive information to program staff and management
- Collaborates with Chief Quality Officer or his designee in the development and revision of case record keeping policies and procedures
- Receives and processes requests for case record information in accordance with policies and procedures
- Assists in the collection of quality assurance and program evaluation data
- Prepares closed case records for archive storage
- Arranges for transport of files to storage
- Retrieves archived records as requested
- Coordinates the completion of SSI or other disability related documents
- Attends required training
- Reads required books
- Responsible for complying with rules and regulations governing access to Protected Health Information under HIPAA. Access to Protected Health Information is limited to the extent required to perform responsibilities effectively and efficiently. No access will be permitted unnecessarily. The essential job functions as described, herein, dictate the level of access, use, and disclosure of confidential information
- Perform other duties as requested by your immediate supervisor or the Chief Executive Officer

BENEFITS:

- As a benefits-eligible position, available benefits include medical, dental, vision, FSA, supplemental life insurance, critical illness, enhanced short-term disability, and pension benefits.

Print: _____

Date: _____

Signature: _____