

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: August 13, 2012

To: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

From: Brian L. Peterson, M.D., Medical Examiner

Subject: Abolish Position of Medical Record Administrator I (000521010000001), PR 18
and Create To Medical Records Coordinator (Medical Examiner), PR 23M

Policy

Milwaukee County Ordinance 17.05(2) describes the procedure and criteria for the submission of abolish and create requests.

Action Requested

Abolish the position of Medical Record Administrator I (000521010000001), PR 18 subsequent to creating and filling the Medical Records Coordinator (Medical Examiner), PR 23M.

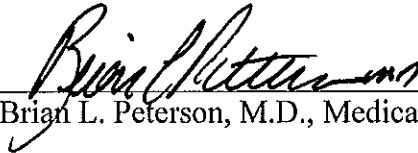
Rationale

The Medical Examiner's Office finds it necessary to restructure the office to add a second line of supervision to oversee the clerical staff and internship program in addition to the oversight of the Medical Records area. The role of the Medical Record Administration in the Medical Examiner's Office has increased dramatically throughout the years as referral and private autopsies have continued to expand. Duties of the newly created position will include records oversight in addition to direct supervision of the clerical support team, and increased responsibilities in payroll administration and purchasing. Duties also include coordinating referral revenue work for surrounding counties and private autopsies, with estimated annual revenue of approximately \$400,000. This position will oversee projects including the ongoing transition, implementation and training of staff to an electronic records system (OnBase) and the transition of historical data from a MUMPS application (DOS based) to a Windows environment. This position will also directly supervise an internship program through a partnership with the University of Wisconsin – Milwaukee Forensic Science program. Additional duties of this position include coordinating various aspects of the Medical Examiner's annual Forensic Science Seminar. The seminar generates approximately \$30,000/year in revenue for the office. This level of responsibility is consistent with other managers within the Department.

The approval of this change in classification will result in no impact on the tax levy. The cost associated with this request will be funded through on-going vacancies of other positions in the Department.

Attached for your review is a position description for the Medical Record Coordinator (Medical Records), in addition to the organizational chart detailing the change.

Thank you in advance for your consideration of this request. Please contact me at 223-1216 with any questions you may have.



Brian L. Peterson, M.D., Medical Examiner

cc: Patrick Farley, Director, Department of Administration
Kerry Mitchell, Director, Division of Human Resources
Craig Kammholz, Fiscal and Budget Administrator
Carol Mueller, Committee Clerk
Josh Fudge, Fiscal & Budget Analyst
James Tate, Human Resources Analyst III
Mary Dutkiewicz, Human Resources Coordinator

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES
POSITION DESCRIPTION**

OFFICIAL TITLE OF POSITION: Medical Records Coordinator (Medical Examiner)

NAME OF PRESENT INCUMBENT: Julie Stojadinovic

DEPARTMENT: Medical Examiner

DIVISION: Medical Examiner

REPORTS TO (Name & Title): Karen Domagalski, Operations Manager

TITLE CODE: 52110 **POSITION NUMBER:** 0001 **PAY RANGE:** 23M

TYPE OF POSITION: (Check One) FT PT Hourly Seasonal

PURPOSE OF POSITION: To supervise and direct the clerical support function and internship programs. To coordinate the production, release, storage and retrieval of medical information generated as part of the medicolegal death investigation process. To interact with transcription service provider to ensure timely, accurate reports. To train staff and monitor the integrity of electronic medical records system. To prepare statistical reports of department activity and reports for use by public agencies, consumers and other outside parties requiring such information. To administer the billing, collection and accounts receivable aspect of the revenue management process. To coordinate purchasing and accounts payable functions for the assigned areas of the department.

TITLE (S) OF POSITION (S) SUPERVISED: (must include disciplining and evaluating):
Clerical Assistants

DUTIES: Describe in detail the work you do, listing most time consuming duties first, along with approximate percentages, which should total 100%. Indicate "E" if duty is essential.

Description of Duties	% age of Time Spent on Duty	E=Essential Duty
1. Supervise and serve as a resource to clerical office operations to ensure workflow and inventory (backlog) consistently meets department standards, including performance and attendance monitoring, hiring and discipline;	20%	E
2. Coordinate transcription service provider performance in accuracy, timeliness and overall service level of medical records under the terms of the contract;	10%	E
3. Directly supervise interns assigned to the office in partnership with University of Wisconsin-Milwaukee Forensic Science Program;	5%	E
4. Oversee on-going implementation and training of staff in the electronic medical records system (On-Base), and continually monitor the integrity of the system;	10%	E
5. Administer the release of medical records and statistical information in accordance with all applicable local, state and federal regulations pertaining to such information release;	5%	E
6. Monitor the integrity of physical medical record storage, filing, archiving and user accessibility (security);	10%	E
7. Perform quality audits on medical record autopsy timeliness production, interact with pathologists to improve turnaround time;	10%	E
8. Coordinate the revenue collection, deposits and accounts receivable for all revenue generation activities of the department	10%	E

- 9. Edit, code and enter new medical record information into case management system; use case management system to retrieve aggregate data for statistical reports; 5% E
- 10. Prepare regular and periodic reports from medical records as needed for management and external requesting agencies. Assist in the production of department annual report and coordinate statistical reporting to state and federal agencies; 5% E
- 11. Coordinate various aspects of annual Forensic Science Seminar 5% E
- 12. Perform other duties as assigned. 5% E

KNOWLEDGES, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above-indicated duties

- 1. Knowledge of medical transcription process
- 2. Thorough knowledge of legal and medical practices in the release and storage of medical information, confidentiality of health records, release of information laws.
- 3. Ability to understand filing and retrieval systems, to manage documents through the process
- 4. Quality Improvement focus; sensitivity and informal leadership skills
- 5. Attention to detail and accuracy in financial management
- 6. Understanding of automation and its application in a health information setting; Data entry and basic statistics experience
- 7. Verbal and written communication skills; word processing and report writing experience. Ability to communicate effectively with police and fire department personnel; federal and state law enforcement personnel, health care providers, families of deceased individuals, funeral directors, news media and the general public.
- 8. Ability to work effectively and harmoniously with others.
- 9. Ability to motivate and delegate work to others effectively.
- 10. Ability to manage people and processes to meet statutory demands and departmental goals.

MINIMUM QUALIFICATIONS:

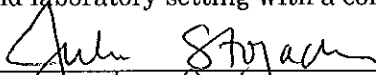
Education: Coursework in general office operations; exposure to principles and practices of medical record administration; medical terminology and office management. Graduation from approved college or university in business, health information/medical records, or paralegal fields preferred.

Experience: Ten (10) years experience in medical records administration in a health care setting or office environment. Two (2) years experience may be waived if RHIT/RHIA accredited. Minimum one year of experience as a medical record administrator in a supervisory capacity.

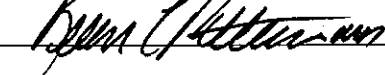
Licensure/Certification/Registration: Wisconsin driver's license required at time of appointment and maintained throughout incumbency. Eligible for registration or certification by the American Health Information Management Association.

Physical Requirements/Demands: Manual dexterity; able to lift and transfer up to 25 lb.; hearing and vision sufficient to perform safely and communicate effectively in office and community; ability to stand, sit or move for long periods of time; ability to work in environment which may include physically unpleasant or distasteful sights, sounds and smells.

Work Environment: Office environment with record retention area in lower level of building, no elevator, busy office and laboratory setting with a constant moderate noise level.

Incumbent's Signature:  Date: 8/15/12

Supervisor's Signature:  Date: 8-15-12

Department Head's Signature:  Date: 8/15/12

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES**

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Medical Record Administrator

NAME OF PRESENT INCUMBENT: Julie Stojadinovic

DEPARTMENT: Medical Examiner

DIVISION: Medical Examiner

REPORTS TO (Name & Title): Eileen Weller, Administrative Manager

TITLE CODE: 52101 POSITION NUMBER: 0001 PAY RANGE: 18

TYPE OF POSITION: (Check One) FT PT Hourly Seasonal

PURPOSE OF POSITION: To coordinate the production, release, storage and retrieval of medical information generated as part of the medicolegal death investigation process. To interact with transcription service provider to ensure timely, accurate reports. To prepare statistical reports of department activity and reports for use by public agencies; consumers and other outside parties requiring such information.

TITLE (S) OF POSITION (S) SUPERVISED: (must include disciplining and evaluating):
NONE

DUTIES: Describe in detail the work you do, listing most time consuming duties first, along with approximate percentages, which should total 100%. Indicate "E" if duty is essential.

Description of Duties	% age of Time Spent on Duty	E=Essential Duty
1. Coordinate transcription service provider performance in accuracy, timeliness and overall service level under the terms of the contract;	20%	E
2. Administer the release of medical and statistical information in accordance with all applicable local, state and federal regulations pertaining to such information release;	15%	E
3. Monitor the integrity of medical record storage, filing, archiving and user accessibility (security);	15%	E
4. Perform quality audits on autopsy timeliness production, interact with pathologists to improve turnaround time;	15%	E
5. Edit, code and enter new information into case management system; use case management system to retrieve aggregate data for statistical reports;	5%	E
6. Prepare regular and periodic reports as needed for management and external requesting agencies. Assist in the production of department annual report and coordinate statistical reporting to state and federal agencies;	10%	E
7. Coach and serve as a resource to clerical office operations to ensure workflow and inventory (backlog) consistently meets department standards;	15%	E
8. Perform other duties as assigned.	5%	E

KNOWLEDGES, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above-indicated duties

1. Knowledge of medical transcription process

2. Thorough knowledge of legal and medical practices in the release and storage of medical information, confidentiality of health records, release of information laws.
3. Ability to understand filing and retrieval systems, to manage documents through the process
4. Quality Improvement focus; sensitivity and informal leadership skills
5. Understanding of automation and its application in a health information setting; Data entry and basic statistics experience
6. Verbal and written communication skills; word processing and report writing experience. Ability to communicate effectively with police and fire department personnel; federal and state law enforcement personnel, health care providers, families of deceased individuals, funeral directors, news media and the general public.
7. Ability to work effectively and harmoniously with others.
8. Ability to motivate and delegate work to others effectively.

MINIMUM QUALIFICATIONS:

Education: Coursework in general office operations; exposure to principles and practices of medical record administration; medical terminology and office management. Graduation from approved college or university in business, medical records, or paralegal fields preferred.

Experience: 3-5 years' experience in medical records administration in a health care setting or office environment. 2 years experience may be waived if ART/MRA accredited.

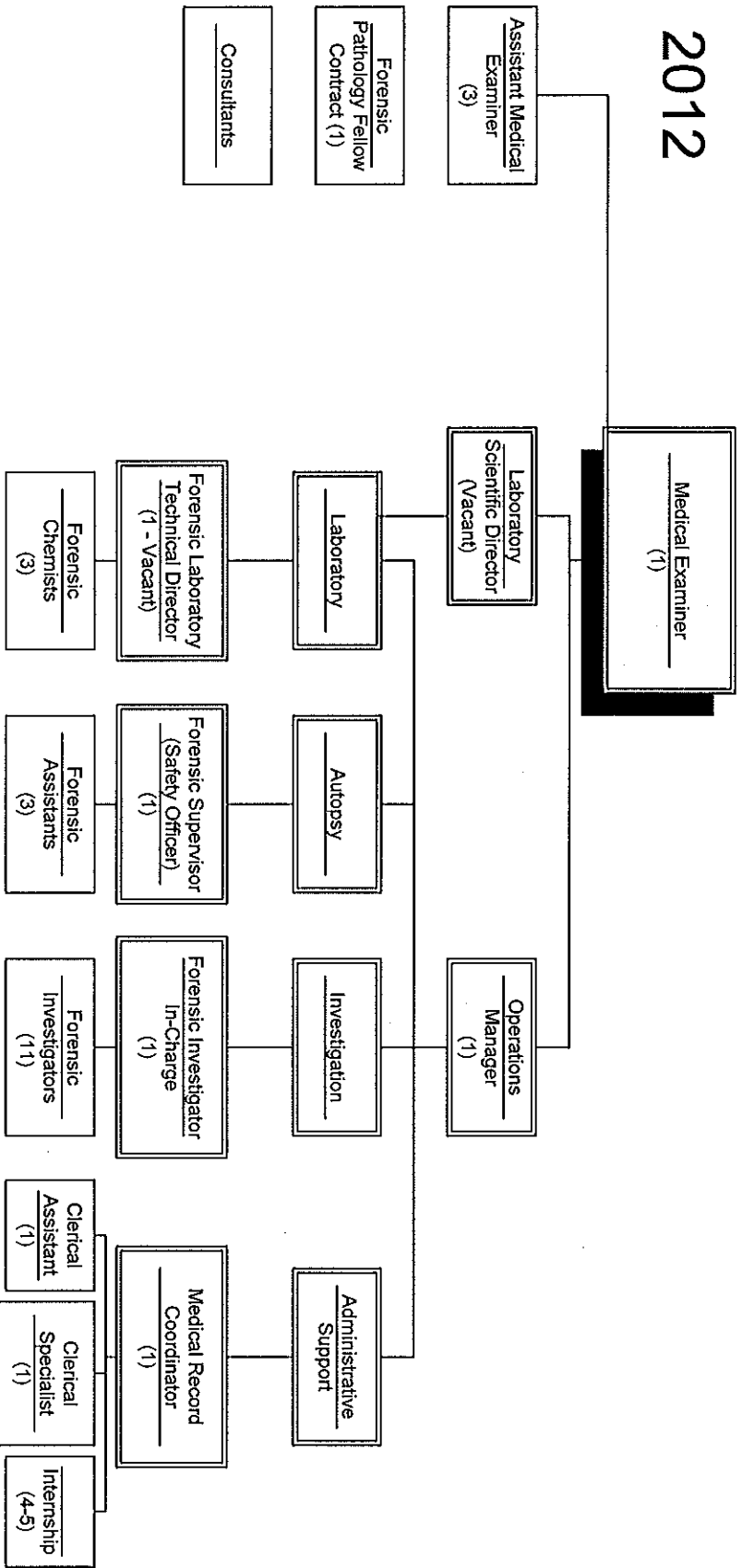
Licensure/Certification/Registration: Wisconsin driver's license required at time of appointment and maintained throughout incumbency. Eligible for registration or certification by the American Health Information Management Association.

Physical Requirements/Demands: Manual dexterity; able to lift and transfer up to 25 lb.; hearing and vision sufficient to perform safely and communicate effectively in office and community; ability to stand, sit or move for long periods of time; ability to work in environment which may include physically unpleasant or distasteful sights, sounds and smells.

Work Environment: Office environment with record retention area in lower level of building, no elevator, busy office and laboratory setting with a constant moderate noise level.

Incumbent's Signature: Julie Stojacknowicz Date: 5/4/04
 Supervisor's Signature: Wileen Mella Date: 5/4/04
 Department Head's Signature: [Signature] Date: 5/4/04

2012



MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: August 9, 2012 Original Fiscal Note
 Substitute Fiscal Note

SUBJECT: Abolish Medical Record Administrator I and create Medical Records Coordinator (Medical Examiner)

FISCAL EFFECT:

- | | |
|---|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input checked="" type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input checked="" type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	1,000	2,400
	Revenue	0	0
	Net Cost	1,000	2,400
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Budgeted monies are available due to staff vacancies.

Department/Prepared By Karen Domagalski

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.