

Minnesota PIPELINE Project

Private Investment, Public Education, Labor & Industry Experience

PIPELINE PROJECT
Health Care Services Industry Council

Health Care Services Industry Council Selected Occupations and Descriptions

Below are the 4 occupations and descriptions the Health Care Services Industry Council selected to begin investigating dual-training models and implementation in Minnesota.

Health Information Technician

Source: www.onetcodeconnector.org

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

Other duties include:

- Protect the security of medical records to ensure that confidentiality is maintained.
- Review records for completeness, accuracy, and compliance with regulations.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.
- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.
- Process patient admission or discharge documents.
- Transcribe medical reports.
- Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.
- Identify, compile, abstract, and code patient data, using standard classification systems.
- Release information to persons or agencies according to regulations.

Psychiatric Technician/Mental Health Technician

Source: www.onetcodeconnector.org

Care for individuals with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners. Monitor patients' physical and emotional well-being and report to medical staff. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral or injectable medications.

Other duties include:

- Take and record measures of patients' physical condition, using devices such as thermometers or blood pressure gauges.
- Monitor patients' physical and emotional well-being and report unusual behavior or physical ailments to medical staff.
- Provide nursing, psychiatric, or personal care to mentally ill, emotionally disturbed, or mentally retarded patients.
- Observe and influence patients' behavior, communicating and interacting with them and teaching, counseling, or befriending them.
- Collaborate with or assist doctors, psychologists, or rehabilitation therapists in working with mentally ill, emotionally disturbed or developmentally disabled patients to treat, rehabilitate, and return patients to the community.
- Encourage patients to develop work skills and to participate in social, recreational, or other therapeutic activities that enhance interpersonal skills or develop social relationships.
- Restrain violent, potentially violent, or suicidal patients by verbal or physical means as required.
- Train or instruct new employees on procedures to follow with psychiatric patients.
- Develop or teach strategies to promote client wellness and independence.
- Administer oral medications or hypodermic injections, following physician's prescriptions and hospital procedures.

Health Support Specialist * Apprenticable occupation

Source: www.healthsupportspecialist.org

All Household Staff are members of a self-directed, cross-trained work team assigned to a household of sixteen residents on a permanent basis. Their purpose is to plan and coordinate resident care creating a HOME and strengthening COMMUNITY while incorporating PersonFirst Values to establish a sense of belonging, usefulness and purpose in daily life. All staff are trained in housekeeping, laundry, dietary, social and activities services that directly affect the resident's environment. In addition, non-licensed staff is trained as nursing assistants. Services are provided for adult and geriatric residents in accordance with federal and state standards, guidelines, and regulations that govern the organization.

Activities include:

- Identifies, plans and incorporates resident's daily pleasures and interests into household life based upon recommendations from families and friends.
- Plan, observes and participates in the household/facility activity calendar.
- Incorporates children, plants, and pets into regular household life.
- Provides assistance to access activities and programs in/outside of the home.
- Provides 1:1 interaction with residents based upon preferences.
- Encourages residents to achieve highest level of practical functioning based upon their interests and abilities.
- Provides adaptations for desired activities such as magnifying glass, headphones and large print books.
- Performs a variety of miscellaneous tasks as requested such as shopping, running errands, assisting with correspondence, reading to the resident and distributing mail.

Medical Scribe - Special Projects

Source: www.onetcodeconnector.org

Transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.

Other duties include:

- Take dictation using shorthand, a stenotype machine, or headsets and transcribing machines.
- Return dictated reports in printed or electronic form for physician's review, signature, and corrections and for inclusion in patients' medical records.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries.
- Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.
- Identify mistakes in reports and check with doctors to obtain the correct information.
- Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
- Set up and maintain medical files and databases, including records such as x-ray, lab, and procedure reports, medical histories, diagnostic workups, admission and discharge summaries, and clinical resumes.