



Forms and Records Analyst 2

NB00019480*

\$2,724 - \$3,549 per month (range 41)

Agency Profile

The Washington State Department of Veterans Affairs (WDVA) is comprised of more than 600 dedicated staff, who strive to successfully achieve WDVA's mission of "Serving Those Who Served." To achieve this mission, WDVA provides critical services to veterans and their families, both in the community and among three veterans homes within the State of Washington. WDVA is a national leader in the satisfaction of veterans claims submitted to the U.S. Department of Veterans Affairs, reaching out to Washington's 670,000 veterans.

WDVA operates three veterans homes across the state in Port Orchard, Orting, and Spokane, providing domiciliary, light and skilled nursing care for honorably discharged veterans, to include, in some instances, their spouses or widows.

For more information visit our website at www.dva.wa.gov.

Employee Benefits

The state of Washington offers a comprehensive benefits package, including:

The Department of Veterans Affairs has a permanent full-time position for a Forms and Records Analyst 2 at the Washington Veterans Home in Retsil (near Port Orchard, Washington).

The recruitment will remain open until the position is filled. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing, and it will be to the applicant's advantage to submit materials as soon as possible.

AGENCY PROFILE

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DUTIES

This position is responsible for assisting in the management of the health records and documentation system that supports resident centered care.

- * Assist entering Resident Care Plan, as assigned.
- * Order office supplies for the health information department.
- * Prepare form packets and chart holders for admissions.
- * File documents in the charts at the nursing station.
- * Transport chart holders within the facility as necessary.
- * Request health information from outside health care facilities.
- * Meet with Health Information supervisor as scheduled.
- * Participate in Health Information Department staff meetings and training as requested.
- * Prepare records for transfer to the State record retention center.
- * Analyze and assemble discharge records.
- * Apply ICD9 codes to in-house records as assigned.

[Medical](#), [life](#), and [long-term disability](#) insurance.

Optional [medical flexible spending account](#).

Vacation, sick, military, and civil leave.

Eleven paid holidays per year.

A state [retirement plan](#).

Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs.

How to Apply

The Department of Personnel has a new system for job announcements, called [careers.wa.gov](#). To register and create your profile, go to [www.careers.wa.gov](#). The table contains job announcements. Utilize the reference code shown above, in the [careers.wa.gov](#) system.

When applying for opportunities at [www.careers.wa.gov](#) follow these instructions:

- Click on the job class or click the link above to direct you to the statewide careers web-site.

Non-state employees:

Click on "I'm interested in a state career"

Current state employees:

Click on "I'm already a state employee"

- Click on "Login or Apply Directly"

- Click on "Apply Directly"

- Enter the Reference Code of the job posting you wish to apply for

(example - NB00000000*)

- Click on the Start Search button

- Click on the name of the job posting

- Click on the Apply button

- Complete the Application process

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call Michael Sanchez at (360) 895-4721 or Chris La Vack at (360) 725-2204.

- * Thin charts to maintain useable chart holder. File thinning in the in-house file folder in Health Information Department.
- * Assist in completing documentation audits as requested.
- * Enter MDSs into TS Optimum Clinical and transmit MDS to the state.
- * Prepare statistical reports, as requested.
- * Complete daily census and weekly grid report.
- * Maintain Admission and Discharge Register and Number Control Book.

REQUIRED QUALIFICATIONS

- * Strong interpersonal and communication skills both verbal and written.
- * Strong organizational skills with attention to detail.
- * Knowledge and skills in the specialty field of HIM.
- * Mastery of Word, and Excel and Windows applications.
- * Demonstrates ability to coordinate and collaborate with the interdisciplinary team.
- * Accountability – accepts responsibility for quality and timeliness of work.
- * Proficiency of medical terminology.
- * Proficiency in ICD9 coding.
- * Models support of the WDVA mission and vision as well as support of facility leadership and team members.

DESIRED QUALIFICATIONS

- * Graduate of Health Information Management program and credentialed as RHIT and 3 years experience in LTC records.

TO APPLY

Interested candidates **MUST**

- * Submit your application through [www.careers.wa.gov](#) and **MUST** attach within the Application Wizard on the attachment tab a letter of interest outlining how you meet the desirable qualifications, a current resume and three professional references **AND MUST**

- * Forward another copy of each to [Recruiters@dva.wa.gov](#)

Persons selected must pass a Criminal History Background check.

Positions in this classification are included in a union shop.

Employees must comply with health screening requirements by undergoing a tuberculosis skin test.