

---

## Auburn University Job Description

Job Title: **Coord, Clinical Records**

Job Family: No Family

Job Code: **CA15**

Grade HW09 \$45,100 - \$72,200

FLSA status: Exempt

---

### Job Summary

Reporting to the Mental Health Manager, the Clinical Records Coordinator audits and ensures all clinical files comply with the American Psychological Association (APA), mental health licensing boards, the Alabama Records Disposition Authority, the state archives guidelines for record keeping and management, and Auburn University's policies and procedures.

### Essential Functions

1. Audits and ensures all clinical records are completed in accordance with the American Psychological Association (APA), mental health licensing boards, the Alabama Records Disposition Authority, and the state archives guidelines for record keeping and management. Follows all licensing board policies as it relates to filing and auditing clinical records.
  2. Schedules individual and group appointments in the Titanium electronic medical records (EMR) software to include adding clients, assigning therapists, setting appointment reminders, marking attendance, auditing and monitoring all treatment paperwork. Trains clinical staff in the proper navigation and use of EMR.
  3. Schedules, updates, and distributes the student therapy schedule weekly to the Accountability Based Sex Offense Prevention Program (ABSOPP) staff and the Department of Youth Services (DYS) staff.
  4. Ensures monthly updates in the Student Information Management System (SIMS) are complete and provides the Juvenile Probation Officers (JPOs) a monthly summary of the student's progress. Collaborates, reviews, provides feedback to therapists for quarterly and release review paperwork for accuracy, appropriate verbiage, and ensures there are no missing documents, and contributes to their performance appraisals.
  5. Develops a robust rolling quarterly review calendar to ensure the essential activities include quarterly reviews are being held for all students at the appropriate time, evaluate the quality and completeness of the standardized treatment plan in SIMS and upload the template for each student once they enter treatment, and ensure that prior to the student arriving in treatment that the accurate documents have been received.
  6. Reviews and verifies the completion of the Performance-based Standards (PbS) packet to DYS before the student is released from treatment.
  7. Frequently collaborates with multiple state agencies to include Department of Youth Services and Board of Education in the administration of clinical documentation including school and administrative records. Communicates with the ABSOPP and DYS staff as it relates to student residential living movement across Mt. Meigs facility and updates and distributes the student census weekly.
  8. Assists the Clinical Manager to ensure all Suicide Assessment documentation has been completed and filed in an efficient and timely manner.
  9. Serves as a back-up to the Clinical Manager and Program Manager on occasions for staff meetings.
  10. Maintains regular attendance in various weekly meetings to include DYS, Residential Team Leader, and ABSOPP staff meetings.
  11. Provides on-call mental health services for students who are suicidal and/or homicidal, and direct
-

---

## **Auburn University Job Description**

care of services to students. May provide group therapeutic services and complete suicide risk assessments as needed.

12. Performs other related duties as assigned.

### **Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Clinical Psychology, Social Work, Professional Counseling or related field is desired.
<b>Experience (yrs.)</b>	5	Experience in providing mental health services to adolescents in a residential setting and maintaining clinical files in accordance with multiple regulations.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of the American Psychological Association (APA), various mental health licensing boards, records disposition board, and the state archives guidelines for record keeping and management. Knowledge of counseling and treatment practices for juveniles who have committed sexual offenses. Knowledge of stands of care of residential treatment of juveniles offenders. Ability to understand various reports from juvenile courts, provide feedback to team members, and communicate effectively with team members and outside agencies. Ability to navigate and include information from two other state agencies (Board of Education and Department of Youth Services) in addition to working with Auburn's policies.

#### Certification or Licensure Requirements

None Required.

---

### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/6/2021

---