RESTOR
INTERNATIONAL INC.

Job Description & Process for Medical Records Position

The non-medical position of Medical Records is best suited to a highly organized, methodical, self-directed individual with excellent working knowledge of patient databases, excel operations and office multi-tasking.

Position Requirements

- Good organizational skills
- Good data and file management skills
- Good working knowledge of the laptop you will be using. The current RESTOR laptop operates with Windows 8
- Good working knowledge of Excel database including linked worksheets and files
- Attention to detail to ensure charts and databases are accurate
- Able to work without direction
- Sensitivity in dealing with patients, interpreters, other staff, etc. Extra effort to determine and meet patients' needs
- Team player
- Willingness to work outside job description as required

Pre embarkment

1. Ensure you have all the supplies, equipment and digital records needed to run the mission.
2. Test all equipment to ensure it runs and links smoothly. Label cords and extra batteries to make it easier to assemble equipment. Ensure you have operating manuals for printers, etc. as internet access for help is not always available. [The manuals for the two printers are currently included in the pertinent files for the next mission.]
3. Arrange shipment of supplies and equipment. Consider carrying what you can as carry -on in case your luggage does not arrive with you.
4. Familiarize yourself with the database, previous year's files and ensure all equipment is set up to function and link. NB: The current database is one used by RESTOR International and includes worksheets that calculate costing. At this time we are not using those worksheets – may be something to develop in subsequent years if we see value in this. For this mission, complete patient name, age and description of presenting problem. You will also use the worksheets to prepare each days OR slate.

5. Prepare 150 file folders containing Part A forms for patient chart
6. Prepare 100 Part B forms for patient chart

Upon arrival

1. Collect and set up equipment and resources. Consider how you will secure the equipment and patient files at the end of each day. Ideally you will be set up in an office that can be locked at the end of each day. If your space cannot be secured, you will have to pack up all your equipment, supplies and patient charts and store them in a locked location overnight.
2. Plan admission process and patient flow in conjunction with other team members. At minimum you will need a table that can accommodate 4-5 chairs for the med records person, the interpreter and the patient's family.
3. Ensure all equipment is set up and linkages work.

Clinic begins

1. Register all patients (with assistance of an interpreter). Complete page 1 RESTOR admission form. Take care to ensure the name and contact information are correct. Take patients picture and clip it to the inside of the chart. Label all Part A forms in each chart using label gun labels. Clip remaining labels to inside of chart so they can be used for additional forms if surgery proceeds.
   NB: Picture of each child should clearly show face, patient number written in black permanent marker on right outside forearm and name and number on patient chart. The child sits alone or on parent's knee holding chart against chest to show name and number with the right arm showing the patient number across the front of the chart. Take the picture as close as possible to the patient so the face, number and name can be clearly seen when looking at the picture.
2. Do OR slates as required (use worksheets included in the patient database). Print 10 copies of slate. Include date and time slate prepared so revised slates can be seen as replacements for the original.
3. Back up your database at various times during the day. At the end of each day, back up your database on both your laptop and your external jump drive; label it Day 1, or 2 or 3 – whatever day it is of the mission. Then save it again, naming it as the following days file. Do this each day. This way if you should have a computer failure, you will not have lost all data.
4. Set up file boxes with dividers showing
   a. Open files,
   b. Referred to other agency files,
   c. Not suitable for surgery files
5. Monitor where charts are at all times (as best you can!)
6. Assistant Mission Director and Nursing Coordinator to find files, lab reports, etc. as required
7. Do thank you certificates as required
8. As time permits, start the copying and database development process of patient files to be used as the RESTOR Historical Patient database. For patients to be recalled for next year or referred to other health care

providers, copy only the a) RESTOR admission and b) the pre-operative assessment forms and the c) patient picture. If the patient had surgery also add the d) Operation Report and the e) Discharge form. Include the patient's picture and forms into one folder labelled with the patient last name, first name and patient number. Ultimately, all patient folders will be combined within an overall folder titled Historical Patient Data for (location and year e.g. Bahir Dar 2015). This historical data can then be added to previous year's historical database so RESTOR has a history of patients we have cared for previously. See the current historical file to see the format.

Copying the patient picture and forms can be done by either scanning the pages or photographing each page. Whichever method you choose, you will need to be able to separate each patient's data into their unique folder. Don't just scan everything into one document or you may have difficulty separating them out later.

9. As the Medical Record person, be prepared to work until the end of the follow up clinic on the last day of the mission. As each patient is discharged you will need to copy the final discharge form so each patient's folder is complete.

Medical Records Supplies

- Laptop loaded with patient database, historical data base and all relevant mission files*
- Printer for letter size paper
- Extra cartridges for printer (1 black and 1 colour)
- Canon Selphy Printer with 200 picture papers and associated cartridges (usually included in paper box)
- I-phone or I-pad loaded with Canon Easy Print Photo app or a camera with cable to link to printers USB plug
- Electronic labeller and labels – May need up to 10 labels for each file – so approx. 1500 labels
- Manuals for equipment as internet help is not often available
- 2 file boxes to holds charts during mission. These could be large metal travel cases that are used to ship supplies and printers. Laptop should probably be transported as carry on
- 150 letter size manila file folders
- A box of letter size hanging files (25-50)
- 3 packages (550 pages per package) of 22lb or preferably 24 lb computer all-purpose paper (20 lb paper will NOT feed)
- File folder sticky labels
- Office supplies – large elastic bands, pens, paper clips (large & small), scotch tape, stapler and staples, 4 red and 4 green coloured markers, NB:12 fine point PERMANENT black Sharpies, scissors, stick it notes, possibly signature stamp for medical team that have to sign a lot of requisitions, 4 clipboards, large garbage bags, carbon paper, 50 certificate paper,
- 2 jump drives – 1 loaded with all relevant digital files as a back up to the files stored on laptop
- Power bar

- 3 large 3 prong and 3 small 2 prong adaptors
- 150 copies of Part A forms for patient chart and 100 copies of Part B forms
- Name labels large sticky 100
- Hand sanitizer – several bottles

Digital records (located in previous years files)

- Patient database file set up to start for this mission
- File with patient historical records
- File with all forms for Parts A & B of patient file
- Template for appreciation certificates
- Medical Records and Operation Set up description
- Standing orders per RESTOR physician
- Additional instruction files.