

MINIMUM DATA SET (MDS) CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of standard clerical tasks including the use of computer software to enter and retrieve information regarding the Minimum Data Set for residents. The incumbent ensures that the MDS forms are accurate and completed in a timely matter. The work is performed under the direct supervision of the MDS Coordinator. An MDS Clerk has no supervisory responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews documents for accuracy, completeness, processes, and conformity with established procedures, and makes appropriate determinations;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents, and materials by coding and filing new material;

Searches for requested material and periodically purges obsolete material;

Makes contact by telephone and correspondence to obtain additional information or to update information;

Monitors agency record keeping system for proper maintenance, both manual and computerized;

Prepares and/or verifies the accuracy of a variety of records;

Completes, manages, and records detailed information about each resident's health using a standard form;

Ensures accurate and timely completion of MDS forms;

Maintains a variety of records which includes but is not limited to: case conference schedules, tracking for all Medicare/Medicaid assessments, xix-month Medicare roster, and Medicare/Medicaid determinations;

Conducts assessment interviews with residents and family members;

Corresponds with insurance companies;

Uses a personal computer or scanner to enter information and retrieve pertinent data from computer;

May prepare standard written responses on matters where policies and procedures are well defined;

May type correspondence, records, and other written materials;

Answers telephone and takes messages or provides callers with general information;

Processes certified mails which may require travel to the post office and accurately maintains all certified mail receipts.

MINIMUM DATA SET (MDS) CLERK-cont'd
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Centers for Medicare and Medicaid (CMS) concerning scheduling Medicare/Medicaid assessments;
Good knowledge of office terminology, procedures, and equipment;
Working knowledge of the principal and practices of computerized record maintenance;
Ability to communicate effectively with residents and their family members;
Ability to understand and interpret oral and written directions;
Ability to analyze and organize data and prepare accurate records and reports;
Ability to manage incoming phone calls and taking accurate messages;
Ability to work effectively with interdisciplinary team;
Ability to perform clerical operations with numbers and letters;
Ability to file material in alphabetical order;
Ability to spell words that are used in written business communications;
Ability to perform common office record-keeping tasks;
Ability to operate an alphanumeric keyboard;
Ability to perform close detail work involving considerable visual effort and concentration;
Ability to maintain neat and legible records;
Accuracy;
Courtesy.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of an equivalency diploma and one year of clerical experience involving the completion and maintenance of Medicare and Medicaid forms; OR
- B) Graduation from high school or possession of an equivalency diploma and two years of clerical experience involving the completion and maintenance of a variety of forms and reports.