

HEALTH SERVICES ADMINISTRATIVE PERSONNEL ORIENTATION
(Health Information Specialist/Supervisor (HIS, HIS/S), Clerical Support Staff
and Data Entry Operators)

A. PURPOSE:

To ensure that all health information specialist/supervisor (HIS, HIS/S), clerical support, and data entry staff receive adequate orientation to perform their job requirements according to Department of Corrections Health Services guidelines.

B. DEFINITION:

Preceptor: Individual assigned as the primary contact for new health information specialist/supervisor (HIS, HIS/S), clerical support, and data entry staff for the duration of the orientation period. The role of the preceptor is to assist the new employee in learning the required Department of Corrections and Health Services policies and procedures.

C. OBJECTIVES

1. Maintenance of a comprehensive health record system to provide storage and ready retrieval of clinical information by DC number and inmate's name, active preparation to ensure completed health record format/content, and use of approved DC forms.
2. Regular record reviews to ensure compliance monitoring of established rules/policies (Chapter 33, F.A.C., Procedures, HSB, etc.) for complete, legible, accurate and promptly recorded health information.
3. Record evaluation to ensure sufficient documentation of the inmate's condition, progress, outcome of care, evidence of tests/therapy as ordered, and notification and acceptance of transfer/movement activities (including the Offender Based Information System/ [OBIS]).

D. RESPONSIBILITY:

1. It is the responsibility of the Health Services Administrator (HSA) at each institution to assure that each newly hired health information specialist/supervisor (HIS, HIS/S), clerical support, and data entry staff is provided with a comprehensive orientation, under the direction of a preceptor to perform his/her job responsibilities. Orientation of institutional HSAs is the responsibility of the Regional Health Services Manager (RHSM).
2. It is the responsibility of the RHSM to review these files periodically and maintain documentation that demonstrates compliance. Noncompliance with standards of this HSB must be reported to the Chief of Health Services Administration.

3. The HSA may delegate the preceptorship role as deemed necessary and/or appropriate by RHSA.

E. ACTION:

[DC4-654F](#) *Health Services Administration Personnel Orientation Process Checklist* will be utilized to assure all primary areas of responsibility are addressed during the orientation period. Additional areas of necessary training will be identified by the preceptor based on need.