

## WASHINGTON STATE PSYCHIATRIC CARE HOSPITAL Staffing Justification

As part of the process of creating the staffing model, positions were tied back to the Conditions of Participation required by CMS. This sampling shows a few indirect care positions required, justification of the positions and the Condition of Participation requirement tag.

Position	Justification	CMS Conditions
Med Records (Health Info Spec)	The hospital must have a medical record service that has administrative responsibility for medical records. Responsible for all aspects of facility records management and compliance. Includes the management of active and closed medical records; ensuring completion, filing, and retrieval of records in accordance with statute and federal regulations.	Tag: A 0431, 0438, Tag: B 101, 103.
Unit support specialist	Responsible for filing and maintaining order in patient medical records, maintains storage of forms and other supplies on the unit, provides limited support to treatment staff, connects documentation on the patient care units with the off-unit Medical Records department.	Tag: A 0432.
Admin Assistant B	Reception for the hospital. Greets and orients visitors, communicates about visitors and others in the hospital's main entrance to unit staff and other hospital employees, routes calls, transcribes physician documentation for the medical record, deals with incoming and outgoing mail. (7 days per week/days/evenings).	Tag: A-0431 A non-direct care infrastructure position that manages the flow of individuals within the facility; incoming and outgoing communications in multiple forms, and provides initial screening functions for safety and security at the facility.
Mental Health Scheduling Coordinator	Provides 24/7 coverage in Staffing Office. Prepares staff schedules, processes time off requests, contacts staff to fill shortages created by absence, coordinates Workers Comp cases with other State agencies, processes FMLA requests, processes payroll, and provides various reports upon request.	Tag: B-149, B-150 An infrastructure position that provides a number of core nursing department functions essential to the operation of a hospital.
Supervising Chef	Responsible for hospital health standards and all kitchen operations. Creates menus, orders food, and oversees kitchen staff in all areas of meal preparation 7 days/week.	Tag: A-0620.
Cook C	Prepares meals for patients 7 days/week; 3 meals/day.	Tag: A-0620.
Food Service worker	Food preparation and cleaning of kitchen 7 days/week; 3 meals/day.	Tag: A-0620.