



Texas Emergency Medical Task Force

Position Description: TX EMTF Documentation Technician

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Documentation Technician

Reports to:

The Documentation Technician reports directly to the Administrative Team Leader, and works closely with the Plans Section, Demobilization Unit, Documentation Unit, and the EMS Desk at the Regional Medical Operations Center.

Supervises:

None.

Position Specific Requirements:

The Documentation Technician is responsible for documentation review within the Ambulance Staging Area. In addition, the Documentation Technician works closely with the Texas Department of State Health Services representative (State Ambulance Deployments) Federal contract ambulance administration (Federal Deployments) and the EMS desk at the Regional Medical Operations Center to coordinate collection, filing and distribution of patient care records pertaining to the deployment.

Qualifications and Skills:

- + ICS 100, 200, 300, 400, 700
- + Have knowledge of EMS Management concepts and work well with sponsoring agencies
- + Have working knowledge of statewide incident management in Texas

Assigned Duties:

- + Identification and Maintenance of the storage location for incident and medical documentation
- + Ensuring safe and timely delivery of documentation to the MOC and State/Federal partners
- + Assist with ICS documentation
- + Perform additional tasks or duties as assigned