

## HEALTH INFORMATION SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
3856	Health Information Technician	04	443	6 mo.	07/01/21	REVISE/CIT
3855	Health Information Specialist	04	443	6 mo.	07/01/21	REVISE/CIT
3854	Health Information Administrator	04	443	6 mo.	07/01/21	REVISE/CIT

### Promotional Line: 387

#### Series Narrative

Under general supervision, employees allocated to this classification are involved in the management of health information within an electronic system for a health care facility or program. They perform a variety of technical tasks within an electronic system while adhering to government, industry, and/or institutional regulatory guidelines.

#### DESCRIPTIONS OF LEVELS OF WORK

#### Level I: Health Information Technician 3856

Employees in positions at this level serve as an interface between internal and external constituents regarding health information within an electronic system for a health care facility or program. They perform a variety of technical tasks to support the management of health information and data integrity within an electronic system. They work under general supervision of higher-level personnel.

1. reviews, updates, verifies, and analyzes health information within an electronic system;
2. requests, receives, and processes health information within an electronic system; validates and processes release of health information requests;
3. performs queries within an electronic system for quality assurance and/or compliance purposes; collaborates with healthcare providers and/or departments regarding required action;
4. maintains current knowledge of all relevant coding, contracts, guidelines, policies, requirements, etc.;
5. troubleshoots and audits electronic systems; assists in performing health information integrations within an electronic system;
6. provides technical support to patients and/or departments regarding health information within an electronic system;
7. gathers and/or generates data for reporting purposes;

8. collaborates with and/or serves as a liaison between patients, health care providers, health care facilities, departments and/or external entities regarding health information
9. reviews access requests to health information within an electronic system; assigns and manages access to health information within an electronic system;
10. performs related duties as assigned.

**Level II: Health Information Specialist****3855**

Employees in positions at this level perform a variety of specialized technical tasks to manage health information and data integrity within an electronic system for a health care facility or program. They work under general supervision of higher-level personnel.

1. serves as specialist for health information management activities;
2. assists in monitoring for quality assurance and/or compliance;
3. conducts data analyses and prepares reports;
4. monitors and/or manages data within electronic systems;
5. interprets and/or advises on policies, procedures, and/or requirements related to health information management activities;
6. participates in the development and/or implementation of operational policies, procedures, goals, and initiatives;
7. assists with personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, assignments;
8. assists in monitoring, researching, and distributing of information regarding changes in policies, procedures, and/or requirements related to health information management activities;
9. performs duties of the lower levels;
10. performs other related duties as assigned.

**Level III: Health Information Administrator****3854**

Employees in positions at this level direct and/or coordinate activities related to the management of health information and data integrity for a health care facility or program. They work under general supervision of higher-level personnel.

1. directs and/or coordinates activities and/or programs within the health information management department(s);

2. directs and/or coordinates personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
3. represents the department(s) on various committees;
4. oversees and/or manages electronic systems and integrations;
5. directs and/or coordinates reporting activities;
6. directs and/or coordinates the maintenance of health information within an electronic system; manages compliance and/or retention of health information within an electronic system;
7. monitors, researches, and/or distributes information regarding changes in policies, procedures, and/or requirements related to health information management activities;
8. directs and/or coordinates the development and implementation of operational policies, procedures, goals, and initiatives;
9. performs duties of the lower levels;
10. performs related duties as assigned.

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### Level I: Health Information Technician

3856

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling **eighteen months (18 months)** from the categories below:
  - A. coursework in a health-related field, as measured by the following conversion table or its proportional equivalent:
    - 30 semester hours equals **one (1) year (12 months)**
    - 60 semester hours or an Associate's degree equals **eighteen months (18 months)**
  - B. work experience in the preparation and/or maintenance of medical records in a health care facility or program.
2. Based on institutional requirements, a current/valid registration and certification as a Registered Health Information Technician (RHIT) and/or Registered Health Information Administrator (RHIA) by the American Health Information Management Association (AHIMA).

## KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of basic arithmetic, algebra, statistics, and their applications.
2. Knowledge of technology including electronic equipment, computer hardware and software, and their applications.
3. Knowledge of principles and processes for providing customer service.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
5. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
6. Ability to work independently and effectively organize and prioritize multiple tasks.
7. Ability to analyze, interpret, and explain work related documents, policies, and procedures.
8. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

Level II: Health Information Specialist3855

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling **three (3) years (36 months)** from the categories below:
  - A. coursework in a health-related field, as measured by the following conversion table or its proportional equivalent:
    - 30 semester hours equals **one (1) year (12 months)**
    - 60 semester hours or an Associate's degree equals **eighteen months (18 months)**
    - 90 semester hours equals **two (2) years (24 months)**
    - 120 semester hours or a Bachelor's degree equals **three (3) years (36 months)**
  - B. work experience in the preparation and/or maintenance of medical records in a health care facility or program.

2. Based on institutional requirements, a current/valid registration and certification as a Registered Health Information Technician (RHIT) and/or Registered Health Information Administrator (RHIA) by the American Health Information Management Association (AHIMA).

#### KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Knowledge of basic arithmetic, algebra, statistics, and their applications.
3. Knowledge of technology including electronic equipment, computer hardware and software, and their applications.
4. Knowledge of principles and processes for providing customer service.
5. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
6. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
7. Ability to work independently and effectively organize and prioritize multiple tasks.
8. Ability to analyze, interpret, and explain work related documents, policies, and procedures.
9. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

#### Level III: Health Information Administrator

**33854**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in a health-related field.
2. **Two (2) years (24 months)** of work experience in health information in a health care facility or program.
3. Based on institutional requirements, a current/valid registration and certification as a Registered Health Information Technician (RHIT) and/or Registered Health Information Administrator (RHIA) by the American Health Information Management Association (AHIMA).

## KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Knowledge of basic arithmetic, algebra, statistics, and their applications.
3. Knowledge of technology including electronic equipment, computer hardware and software, and their applications.
4. Knowledge of principles and processes for providing customer service.
5. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
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