

# Classification and Qualification STANDARDS

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## Health Information Technician

*Class Code: 1140*

*Date Established: 06-30-1978*

*Date Revised: 02-01-2010*

### **OVERVIEW:**

Health Information Technicians serve as the health information and medical record librarian for paper and electronic files. Incumbents assemble, verify, and manage the establishment, amendment, retrieval, and storage of paper and/or electronic medical records and health information for Student Health Center patients. Incumbents are distinguished by the technical nature of the work and the application of specialized knowledge of approved health information and medical record practices and procedures which can only be acquired through a specific course of study and/or training. This classification is appropriate for positions which serve as the primary resource for the technical and legal aspects of health information and medical records management. This classification is not appropriate for a position that is primarily administrative or clerical in nature and is not fully engaged in the organization, analysis and evaluation of health information and medical records.

### **TYPICAL ACTIVITIES:**

Under general supervision, Health Information Technicians are responsible for compiling, evaluating, verifying and integrating patient data into a health record which documents patients' histories, health examinations, diagnoses and services for student health center patients. Health records provide data that can be used to enhance healthcare operations and patient care. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Health Information Technician; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Manage the storage, information processing and flow of patient data in and out of medical records library and automated health information systems.
- ◆ Organize, analyze, and evaluate medical records including such items as records of medical observations, patient interviews and histories, test results, x-ray images, diagnoses, treatment plans, surgical interventions, patient care and treatment outcomes.
- ◆ Ensure accuracy and completeness of medical records and health information, ensuring all necessary records are completed, identified and signed (including electronic signatures), and all appropriate information has been transferred to the medical record or automated health information system. Communicate with physicians and other practitioners to clarify information and obtain necessary additional information.
- ◆ In compliance with confidentiality and privacy requirements transmit appropriate paper or electronic medical records and health information to healthcare providers.
- ◆ Integrate paper and/or electronic medical records and health information from external health care providers into student health center's records.
- ◆ Maintain confidentiality of information, monitor access to and use of records and information, and ensure necessary safeguards are in place to limit unnecessary or inappropriate access to and disclosure of protected health information.
- ◆ In compliance with confidentiality and privacy regulations complete forms and create copies or excerpts of designated records for lawful purposes, including treatment, payment and health care operations.
- ◆ Compile health care, census, and other statistical data, such as the types of diseases treated and procedures performed, for reporting purposes. Track patient care and disease management.

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- ◆ Keep current with developments and practices in health information management, including applicable state and federal regulations.
  - ◆ May provide lead work direction to employees assigned to filing and processing medical information and to those involved in reception, fiscal record keeping, telephone answering, and scheduling.

## **TYPICAL QUALIFICATIONS:**

### ***Knowledge:***

Thorough knowledge of approved practices and methods for the compilation and maintenance of, and access to, health information and records; and medical terminology and coding systems and regulations pertaining to medical records. Working knowledge of anatomy and physiology pertinent to medical records; applicable automated health information and database management systems including access and security features; health insurance reimbursement regulations and payment procedures; industry professional ethics and standards; and applicable federal and state laws and patient privacy and security regulations pertaining to health information.

### ***Abilities:***

Strong organizational skills and the ability to revise or develop new filing and record maintenance procedures; read and understand written medical reports; effectively use applicable automated health information systems and maintain data security; compile, interpret, and utilize data for coding files, making indices, and preparing reports; apply new procedures and regulations to record management systems; perceive differences in copy and proofread words and numbers; and maintain privacy and security of medical records and health information in compliance with applicable state and federal laws and regulations and university policy.

### ***Education and Experience:***

An associate degree in an accredited Medical Records program or comparable coursework, training, and experience is required. In addition, sufficient experience to perform assigned duties which may vary based on the educational preparation.

### ***Certification:***

Certification from the American Health Information Management Association (AHIMA) as a Registered Health Information Technician (RHIT) is preferred, but not required.