



HEALTH INFORMATION TECHNICIAN

SCOPE OF WORK:

Work activities are associated with compiling and maintaining complete and accurate health information records in a hospital, clinic, human service center, or similar facility, and insuring the legality and confidentiality of the records.

DUTIES PERFORMED AT ALL LEVELS:

- Initiate patient records; enter and maintain record file data; facilitate the flow of health information records between departments and other entities.
- Transcribe medical reports; maintain indexes and files on clients/patients, diseases, medicines, and similar categories of information as required.
- Maintain standards of record keeping as required by federal, state, and local statutes; prepare related administrative reports.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

HEALTH INFORMATION TECHNICIAN I

3503

GRADE E

LEVEL DEFINITION:

Individuals at this level are responsible for accurate health information data entry, record keeping, and reporting.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires an associate degree in Health Information Technology and certification as a Registered Health Information Technician or eligibility to take the RHIT national examination.

HEALTH INFORMATION TECHNICIAN II
GRADE G

3504

LEVEL DEFINITION:

Individuals at this level supervise health information support staff in maintaining the integrity of health information records.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan, develop, and/or implement policies and procedures to administer and evaluate activities of the Health Information Services Department; provide significant input to work objectives and goals.
- Assist with recruiting, selecting, training, and supervising staff providing health information services including record processing, filing, retrieval, and release of information.
- Coordinate and provide health information services to other departments within the organization and other authorized entities.
- May serve as health information quality assurance monitor by conducting audits of health information to assure compliance with required standards
- Insure that data entry using the current department coding system is performed and maintained according to Health Insurance Portability and Accountability Act (HIPAA) requirements.
- Represent Health Information Services as assigned.

MINIMUM QUALIFICATIONS:

Requires an associate degree in Health Information Technology, certification as a Registered Health Information Technician (RHIT) and two years of related work experience.

Eff. Date: 7/83

Rev: 1/00 – Word processing conversion

Rev: 1/02 – Updated duties, changed grade levels and title

Rev: 7/12 – Conversion to Hay System