



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3507

HEALTH INFORMATION ADMINISTRATOR

GRADE L

SCOPE OF WORK:

Work activities include performing and directing duties associated with the establishment and maintenance of health information records and health information services within a medical service organization such as a hospital or human service center.

DUTIES PERFORMED:

- Plan, develop, and administer a health information records and services function.
- Provide direct supervision to health information records staff; assist with data maintenance; coordinate health information student internships.
- Coordinate health information records and health information services with other departments in the organization and with other entities.
- Provide Utilization/Quality Assurance reviews to insure compliance with accreditation and regulatory standards.
- Prepare and monitor the department budget.
- Develop and manage department goals, policies and procedures.
- Maintain information coding lists to ensure compliance with accreditation and regulatory standards; ensure consistency in billing codes.
- Develop policies and procedures for managing the disclosure of health information.
- Compile and prepare statistical reports for use in health care planning, research, budget development, and determining conformance to accreditation and regulatory standards.
- Evaluate and determine health information service needs for the organization.
- May provide consultation and training on health information records and services to hospitals, clinics, and regional human service centers.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in Health Information Administration or Medical Record Administration and certification as a Registered Health Information Administrator (RHIA) with the American Health Information Management Association (AHIMA), and two years of work experience as a Registered Health Information Administrator (RHIA).

Eff. Date: 10/74 – Class code 3505, Medical Records Librarian

Rev: 7/76 – Title changed to Medical Records Administrator

Rev: 7/83 – Added 2nd level, class code 3506

Rev: 12/90 – Added 3rd level, class code 3507

Rev: 3/97 – Rewritten in current format

Rev: 2/02 – Deleted two levels and changed title; updated duties and certification requirements; reviewed factoring and grade

Rev: 7/12 – Conversion to Hay System