CLASS CONCEPT AND RESPONSIBILITIES

The HEALTH INFORMATION SPECIALIST compiles, processes or maintains records of patients in a manner consistent with medical, administrative, ethical, legal, or regulatory requirements. Processes, maintains, compiles or reports patient information for health requirements or standards in a manner consistent with the healthcare industry. Protects the security of medical records to ensure that confidentiality is maintained.

Employees have clearly understood work instructions and expected results. Choices are made amongst various processes and procedures as they relate to the situation at hand. Conditions and elements of issues must be identified and analyzed to figure out interrelationships.

Medical Record Activities: Review or analyze medical records for completeness, accuracy, or compliance with regulations. Process patient admission or discharge documents. Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information. Release information to persons or agencies according to regulations.

Medical Record Coding: Identify, compile, or code patient data, using standard classification systems. Assign proper diagnosis codes for treatment, procedure, follow-up, and outcome information using standardized coding systems. Consult medical and coding reference books as necessary to determine most appropriate code(s) and assign appropriate Diagnostic Related Group (DRG). Enter other information into the computer system as required. Revise diagnosis and treatment codes if necessary.

Medical Professional Liaison: Retrieve patient medical records for physicians or other medical personnel. Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with physicians or other medical personnel. Contact a medical professional to obtain information or signatures. Review medical records with a medical professional to resolve questions or disagreements with documentation.

General Office Support: Prepare statistical reports, narrative reports, or presentations of information for use by staff, researchers, or other users. Compile medical care and census data for statistical reports on diseases treated, surgery performed, or use of hospital beds. Process and prepare business or government forms. Complete record tracking logs.

Miscellaneous: Utilize technical journals and training seminars to learn about and understand changing medical technology, new diseases, new treatments, new drugs, and experimental procedures used in clinics, hospitals, and research facilities.

DISTINGUISHING FEATURES

This is a single-level class and not part of a series of classes.

The responsibilities within the Concept and Distinguishing Features are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the responsibilities listed as well as other related responsibilities.

MINIMUM QUALIFICATIONS AND SKILLS

Two years of experience related to the class concept; OR

An Associate's degree in Health Information Technology from an accredited program; OR

An equivalent combination of training and experience.
NOTE: Some positions require certification by the American Health Information Management Association (AHIMA) as a Registered Health Information Technologist (RHIT), OR be a Certified Coding Specialist (CCS), OR be eligible to take the qualifying examination at the time of appointment. Some positions may require the American Association of Professional Coders (AAPC) Certified Professional Coder (CPC) credential.

**Knowledge and Skills:**

Knowledge of medical record keeping regulations, principles, and practices.
Knowledge of medical terminology, disease processes, and anatomy and physiology sufficient to evaluate, abstract, and code specific diagnosis and treatment information from patient medical files.
Skill in reading comprehension to understand written sentences and paragraphs in work related documents.
Skill in active listening to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
Skill in critical thinking, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
Skill in speaking to others to convey information effectively.
Skill in writing effectively as appropriate for the needs of the audience.
Skill in navigating computer hardware and software, including applications and programming.

NOTE: The KNOWLEDGE and SKILLS (KS) are required for initial consideration. Some duties performed by positions in this class may require different KS. No attempt is made to describe every KS required for all positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted/Revised: 08/2017