

## **HEALTH INFORMATION ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position ensures that all necessary health information is kept in the most complete and accurate form and ensures that covered departments are adhering to Federal and State regulations as they apply to Medicaid, Medicare, HIPAA and OMIG and/or other related regulatory agencies. The work is performed under the general direction of a higher level administrator, with a wide leeway allowed for the use of independent judgment in carrying out the details of the position. Supervision may be exercised over the work of subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Designs and develops medical records retention, preservation and retrieval and audit systems in accordance with facility goals and standards of accrediting and regulatory agencies;

Collaborates with departments (e.g. Health, Mental Health, DSS, IT, Willow Point Nursing home,) to direct compliance and privacy issues to appropriate existing channels for investigations and resolution;

Acts as a channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution;

Works with the Personnel Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers;

Identifies potential areas of compliance vulnerability and risk;

Develops/implements corrective actions plans for the resolution of problematic issues;

Develops medical records, in-service education materials and provides instruction to subordinates and other personnel;

Retrieves, collates, abstracts and releases health record information in appropriate format to authorized persons;

Chairs various oversight committees and participates on other management committees related to healthcare compliance and privacy issues;

Develops, applies and evaluates policies and procedures for Health Information Services;

Prepares and evaluates policies/procedures to assure confidentiality of health information;

Advises professional and administrative staff on matters affecting control and release of health information;

May take medical records to court in response to subpoenas;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, methods and practices of Health Information Administration;

Thorough knowledge of pertinent Federal, State, departmental and

accrediting agency's legal and policy requirements and regulations relating Privacy and Healthcare compliance;  
Thorough knowledge of and understanding of Health Information Portability Accountability Act (HIPAA) regulations and how they are implemented in health care systems;  
Thorough knowledge of medical terminology and of standard classified nomenclature of diseases;  
Good knowledge of compilation of numerical data for health care records management analysis;  
Ability to apply coding and indexing systems to medical records;  
Ability to understand medical and pathological terminology;  
Ability to instruct others in keeping medical records;  
Ability to analyze and abstract medical records and related health care data;  
Ability to perform close, detail work;  
Ability to plan and supervise the work of others;  
Ability to communicate effectively, both orally and in writing;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in medical records administration or medical records library science; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three years of experience as a Health Information Technician or Medical Records Technician; OR
- C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in health information technology or medical records technology and two years of experience as a Health Information Technician or Medical Records Technician; OR
- D) An equivalent combination of training and experience as indicated between the limits of A), B) and C) above, acceptable to the New York State Health Department.

**SPECIAL REQUIREMENT:** Must be eligible for certification\* as a Registered Health Information Administrator (RHIA) or as a Registered Health Information Technician (RHIT) by the American Health Information Management Association at time of temporary appointment and must be certified at time of permanent appointment.

\*NOTE: The only acceptable evidence of eligibility for certification as RHIA or RHIT will be a letter from the American

Health Information Management Association stating that the candidate has been admitted to the proximate examination.

NOTE: Satisfactory medical record experience as a Health Information Technician or Medical records Technician must have been under the supervision of a Health Information Administrator and must have included:

- 1) Coding and indexing of medical diseases and surgical procedures; and
- 2) Participation in the development, filing and maintenance of health facility medical records; and
- 3) Analysis and evaluation of medical records; and
- 4) Development of statistical data derived from medical records used for medical and/or administrative analysis.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Certification as a Health Information Technician.

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COMPETITIVE