HEALTH INFORMATION TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving assembling, analyzing, maintaining and retrieving patients' medical records (including dental, laboratory, and surgical records) as well as in the development and maintenance of a health care facility medical records system. The work is performed under the direct supervision of the Health Information Administrator, with some leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Codes, cross-indexes and verifies diseases according to established nomenclature and classification systems;

Prepares periodic and statistical reports such as vital statistics, analyses of facility bed utilization, resident/patient services rendered, diseases treated), and other related records;

Selects and compiles medical, and other data for use in preparation of special registers, indexes, analyses and reports;

Assists facility staff in retrieving data for research, diagnostic or teaching purposes;

Retrieves, abstracts, selects, tabulates and prepares data from patients' charts in appropriate form as requested by authorized personnel;

Reviews records to insure completeness, compliance and procedural requirements, use of accepted nomenclature, internal consistency and correlation of pathologic, radiologic and consultative diagnosis with final diagnosis;

Submits records for Medicare and reconsideration;

Assists in requisitioning supplies and equipment for the medical records department and maintains inventory of medical, pharmacy, and business forms;

Serves on various committees relating to medical records and may prepare meeting minutes;

Logs receipts of various documents;

May participate in the operation of computer, microfilm and microfiche equipment related to medical records processing;

May take medical records to court in response to subpoenas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods and practices of modern medical record science;

Good knowledge of the uses and limitations of primary and secondary medical records, indices and classification systems;
Good knowledge of pertinent Federal, State, departmental and accrediting agency's legal and policy requirements and regulations relating to the maintenance and release of medical record information;
Good knowledge of medical terminology and of standard classified nomenclature of diseases;
Ability to apply coding and indexing systems to medical records;
Ability to make routine arithmetic computations rapidly and accurately;
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 an Associate's Degree in health information technology or medical records technology and must be RHIT/ART eligible; OR

B) Certification as a Registered Health Information Technician.

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COMPETITIVE