

DESCRIPTION: Under general supervision, is responsible for maintaining health information and medical records in compliance with accreditation and regulation standards. Incumbents examine medical records for accuracy, analyze health information, report patient data for reimbursement, respond to requests for medical information, and gather statistical information for reports and surveys; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The primary responsibility of the Health Information Technician class is to perform medical coding in compliance with federal and State regulations. The specialized medical coding knowledge required to perform assigned duties distinguishes this class from broader support classes such as Staff Assistant I or Office Clerk III.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Organizes, analyzes, and evaluates health record content for completeness and accuracy.

Codes medical information according to certified classifications by assigning code numbers for the purpose of reporting diagnosis and processing bills.

Researches and gathers statistical information for reports and surveys in response to compliance requirements and/or other inquiries.

Analyze and process requests for health information from entities such as legal, governmental, and insurance companies. Obtain necessary authorization signatures for release of information according to the Health Insurance Portability and Accountability Act (HIPPA).

File and retrieve documents accurately and consistently, both electronically and in paper. Accurately entitle electronic records to facilitate efficient retrieval and proper storage.

KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: health information management and medical records procedures and standards; medical diagnosis coding system and terminology for reimbursement; data entry systems; filing systems and how to locate records.

Skill in: accuracy; grammar.

Ability to: communicate effectively; operate data entry devices; extract, record, and report data from facility medical files; obtain information from members, relatives, and medical staff; maintain confidentiality.

S02201 - HEALTH INFORMATION TECHNICIAN (continued)

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Training and/or experience performing medical CPT and ICD coding; experience filing and retrieving medical records.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).