

HEALTH INFORMATION TECHNICIAN 1, 2 TITLE SERIES DEFINITIONS

I. DEFINITIONS

HEALTH INFORMATION TECHNICIAN 1

Positions are located in the medical records unit of a health care delivery system and apply formal vocational training or equivalent experience in medical terminology, coding, and medical record contents and processes to store, retrieve, abstract, analyze, encode, process, and release patient/inmate/member health-related information. Work is performed under general supervision. Medical records may exist in paper or electronic form, and a wide variety of health record indices and computer databases may be utilized. Positions may coordinate the activities of administrative support staff. Positions in this title are differentiated from administrative support or clerical medical records positions by performing or reviewing medical coding at least 10% of the time as a key component of the job in fulfilling operational needs.

Examples of Work Performed:

- Evaluate active and discharge medical files for both completeness and quality of documentation.
- Assign diagnosis and/or procedure codes, utilizing standard classification systems such as the *International Classification of Diseases (ICD)*, *Current Procedural Terminology (CPT)*, or *Diagnostic and Statistical Manual for Mental Disorders (DSM)*.
- Provide training and direction to health care staff regarding medical record completion, management and confidentiality requirements.
- Contact physicians and other health care staff as needed to remedy identified record deficiencies.
- Follow statutory guidelines and other regulations to independently evaluate and respond appropriately to requests from individuals, families, legal representatives, insurance companies, healthcare providers or government agencies for the release of health information.
- Participate in Quality Assurance/Improvement activities such as performing random audits of medical record documentation, monitoring the quality of patient care by reviewing patient documentation against clinical pathways or performing special projects as assigned.
- Assemble or reactivate medical record files for admissions, route records as needed, and maintain patient databases.
- Compile census or utilization statistics.
- Assist researchers in collecting health-related information.

HEALTH INFORMATION TECHNICIAN 2

This is advanced level work. *In addition* to performing the technical health information duties described at the first level of this series, including medical coding, analyzing and auditing medical record documentation, providing direction to staff in medical record documentation requirements and responding to requests for release of health information, positions at this level have advanced responsibilities for either: (1) assisting in the administration of a program of multiple institution, agency-wide scope; (2) functioning with a high level of accountability as a program's highest-level medical

records expert and coordinator; or (3) generating more than \$100,000 annually in additional revenues through code-based reimbursements.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.