



Bond Community Health Center, Inc.

JOB DESCRIPTION

POSITION:	Health Information Management Specialist
DEPARTMENT:	Medical Records
REPORTS TO:	Health Information Management Supervisor
COORDINATES WITH:	Clinical, Nursing, and Front Office Staff
CLASSIFICATION:	Non-Exempt

Under the office of the Health Information Management Supervisor, the Health Information Management Specialist assists in maintaining and analyzing all patient records for accuracy and completeness for all services of the Center.

RESPONSIBILITIES:

1. Safeguards all patient medical records.
2. Retrieve charts for patients who are scheduled prior to their visit.
3. Ensure recall letters and missed appointment notices are sent out.
4. File laboratory results and other patient information in the proper patient record, in timely manner.
5. Notifies Front Office Staff of patients in need of information update.
6. Analyze charts for deficiencies using quantitative analysis form.
7. Utilize out guides for medical records removed from the medical records department.
8. Pull lists of records for reviews, studies, etc.
9. Assist in annual purging of inactive medical records.
10. Maintains a high level of confidentiality and professionalism at all times.
11. Assist in completion of school, work forms, etc. These forms are also copied for file.
12. Collate all forms for the Medical Record and file in the proper section of the chart.
13. Release medical information with proper authorization form. (i.e., copying record for attorneys, Bureau of Disabilities, Insurance companies, etc.)
14. Obtains medical records for triage and prescription refill purposes.
15. Receive referral/consultation reports, enter in the Medical Record database and place in proper patient record for provider review.

REQUIREMENTS:

- A minimum of documented High School Diploma and/or equivalent. College education preferred in the area of Health Information Management.
- A minimum of 2 years satisfactory work experience using Medical Manager System, Computers and Billing and Registration software programs.
- A basic functional and demonstrated knowledge of data entry computer use.

Job Description
Health Information Management Specialist
Continued

- Bilingual/multilingual capabilities preferred.
- A working knowledge of medical terminology and ICD-9CM and CPT coding is plus.
- Pleasant personality, good oral community skills and being organized.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Bending, lifting, reaching and walking, etc. Accommodations will be made for those with disabilities.

SUPERVISION RECEIVED:

- Medical Records Supervisor

SUPERVISION RENDERED:

- Students and Volunteers

COMPLEXITY:

- Ability to follow procedures and to understand systems and medical terminology.

INTERPERSONAL CONTACTS:

- Ability to work will with public and professional staff.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS:

- Responsible for holding all matters relating to patient care and activity, confidential.
- Breach will lead to disciplinary action up to and including immediate dismissal.

THE EFFECT OF ERRORS:

- Errors could lead to improper patient care due to misdirected or misfiled information, in addition to liability, fines and embarrassment.

HOURS OF WORK:

- 40 hours minimum and as needed.

SALARY RANGE:

- As specified in the Notice of Hire.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____