

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEALTH INFORMATION ADMINISTRATOR

POSITION CODE: 18041
Effective: 9-1-11

DISTINGUISHING FEATURES OF WORK:

Provides professional direction to the overall health information services program of one or more facilities including planning, budgeting, organizing and supervising the preparation and maintenance of medical, clinical and statistical records and reports in accordance with requirements of state and federal law, accrediting and regulatory agencies and facility rules and regulations; as facility representative, testifies in court concerning medical information records.

ILLUSTRATIVE EXAMPLES OF WORK:

1. In accordance with the requirements of state and federal laws, accrediting and regulatory agencies and facility rules and regulations, manages the overall health information services program for a facility or institution; plans, budgets, organizes and supervises the preparation and maintenance of medical, clinical and statistical records, reports and computer databases.
2. Provides professional health information services program consultation and assistance to medical and clinical staff in evaluating the quality of patient care and in developing criteria and methods for such evaluation; actively participates in various committees such as Utilization Review, Quality Improvements, Medical Audits, Accreditation and Medical Records; assists medical staff in research projects by coordinating, selecting and compiling pertinent data.
3. Maintains extensive communications with facility director, medical director and other administrative staff regarding health information services programs; confers with administrative staff regarding feasibility of administrative policy and procedure.
4. Supervises and participates in the more complex aspects of abstracting, analyzing, and interpreting health information records for summaries, special reports and research projects; prepares comprehensive reports; designs effective methods of summarizing and displaying findings.
5. Program responsibility includes daily patient admissions, clinical reports, and supervision of medical reference and patient libraries and projecting health information program budgets; as a representative of the agency, may testify in court appointed hearings.
6. Supervises staff in correctly coding and classifying diseases in accordance with approved diagnostic classification systems; this information is used to assure quality of care for research and epidemiological studies, for budgetary planning and for maximizing reimbursements to the general revenue fund for services rendered.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

HEALTH INFORMATION ADMINISTRATOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to four years of college and certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA). Requires one year of professional experience in a health information records facility; or,

Requires knowledge, skill and mental development equivalent to four years of high school, completion of an approved medical records training program plus certification by the American Health Information Management Association as a Registered Health Information Technician (RHIT). Requires five years of progressively responsible experience as an RHIT in management of a medical records program.

Knowledges, Skills and Abilities

Requires thorough knowledge of the principles and practices of health information management systems and the ability to organize and administer a Health Information Management program to meet the needs of the facility.

Requires thorough knowledge of health information management as acquired from hospital practices, departmental code, and rules and regulations of the Joint Commission on Accreditation of Healthcare Organizations, the Health Care Financing Administration, and the Commission on Accreditation of Rehabilitation Facilities.

Requires thorough knowledge of the principles and practices of health information records maintenance.

Requires extensive knowledge of medical, psychological and psychiatric terminology.

Requires extensive knowledge of federal and state statutes regarding confidentiality and release of information.

Requires extensive knowledge of personal computers, hardware and software applications.

Requires extensive knowledge of medical and anatomical terminology.

Requires extensive knowledge of medical jurisprudence and state laws governing use of health information records in court actions.

Requires ability to exercise independent judgement in developing and evaluating new and revised methods, procedures, and performance standards and interpreting agency policies and procedures.

Requires ability to establish and maintain effective working relationships with subordinates, patients and the general public.

Requires ability to abstract, analyze and interpret health information records.

May require ability to guide and direct subordinate staff, including exercising line supervisory responsibilities.