

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

HEALTH INFORMATION ASSOCIATE

POSITION CODE: 18045  
Effective: 11-01-02

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs a variety of paraprofessional health information functions to prepare and maintain health information records and reports in accordance with accrediting and regulatory agencies; assists in planning, organizing, and maintaining statistical records and reports; analyzes and interprets medical records for summary and special reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a paraprofessional, compiles, classifies, indexes and codes all health information records in accordance with approved diagnostic classification systems; performs quality improvement or performance activities requiring knowledge of agency operations; participates in the facility's preparations for internal and external reviews.
2. Maintains and compiles all health information records and reports; analyzes and interprets health information and records for summary and special reports; organizes medical, psychological and psychiatric terminology to reflect a complete history of individuals served in a state operated facility.
3. Prepares statistical reports concerning population changes, admissions, discharges, bed occupancy and other data helpful in the maintenance and planning of a state facility.
4. Composes detailed letters in reply to inquiries from relatives, friends, legal representatives, municipal, judicial and other public agencies in conformance with agency policy; notifies appropriate persons when patients are discharged.
5. Following the death of a patient, and in accordance with departmental rules and regulations, compiles and prepares necessary notices, certificates, reports and permits.
6. Produces and maintains health information records by use of personal computer, hardware and software applications, and agency mainframe databases.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## HEALTH INFORMATION ASSOCIATE (continued)

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to two years of college and one year of health related office experience, or completion of high school and three years of health related office experience.

Knowledges, Skills and Abilities

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

Requires working knowledge of departmental code and other rules and regulations as related to health information records.

Requires working knowledge of the standards of the American Health Information Management Systems that pertain to medical records.

Requires working knowledge of medical, psychological and psychiatric terminology.

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

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

Requires working knowledge of medical and anatomical terminology.

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

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

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