

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

HEALTH INFORMATION TECHNICIAN

POSITION CODE: 18047

Effective: 9-1-11

DISTINGUISHING FEATURES OF WORK:

As an accredited health information management technician, serves as a specially trained and skilled technical assistant to the Health Information Services Administrator; prepares specialized reports, evaluates health information records; represents facility by testifying in court concerning records information; serves as a designated lead worker; participates in various facility committees and provides training to staff on department and facility policy and procedure pertaining to health information documentation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Regularly participates in various facility committees such as Utilization Review, Quality and Performance Improvement, Accreditation, Mortality Review, and Health Information Management providing technical expertise and assistance on matters pertaining to health information services.
2. Functions as an audit specialist in quality and performance improvement by providing totals of patient records involved in the study topic selected by the committee, checking on retrievability of records by coded information categories and by assisting the audit committee in concisely defining the audit criteria used to evaluate medical performance; measures actual patient care noted in health information records against the objective criteria established by the medical staff on the committee; identifies nonconforming patient records for committee follow-up and corrective action.
3. Performs the more complex, technical aspects of coding using diagnostic classification systems; analyzes and interprets health information for summary, special reports and research projects; prepares tables and graphics for displaying more efficient methods of summarizing and displaying findings.
4. Utilizing a personal computer, software, hardware and agency mainframe applications, produces special reports, charts, forms and graphs for summaries and displays of health information records; prepares letters and notifications of patients' medical history.
5. Monitors existing health information services system procedures and standards; revises procedures where necessary; assists Health Information Services Administrator in planning and projecting overall health information services program goals.

## HEALTH INFORMATION TECHNICIAN (Continued)

6. As a representative of the agency, testifies on medical records information in court ordered hearings.
7. Serves as designated lead worker; assigns and reviews work; provides guidance and training to assigned staff; provides input into performance evaluations; prepares statistical reports for health services.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to two years of college.

Requires one year of experience in health information records procedures.

Requires accreditation as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA).

Knowledges, Skills and Abilities

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

Requires extensive knowledge of the departmental code and other rules and regulations as related to health information records and the standards of the American Health Information Management Systems pertaining 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 analyze and interpret health information records.