

AK Child & Family
Job Description
Health Information Technician

SUMMARY OF RESPONSIBILITIES*

The Health Information Technician is responsible for managing the electronic and paper records of AK Child & Family students and performing quality assurance on those records. S/he is responsible for all medical record reviews and other audits, to ensure accuracy, timeliness, compliance and completeness of the medical record as it relates to AK Child & Family policy, State and Federal regulations (including Medicaid and HIPAA) and JC standards. S/he will assist in the development of indicators, and assess performance based on identified indicators (quantitative reviews). S/he is responsible for understanding and producing medical record/HIM reports.

The Health Information Technician uses computers and computer systems (including hardware and software) to collect, enter, store, query and analyze data and information. S/he promotes confidentiality and security of the medical records/health information.

S/he is responsible for maintaining knowledge of AK Child & Family policy, state and federal law that relates to medical records. S/he works collaboratively with AK Child & Family employees to develop and maintain an effective, efficient medical records and conduct medical records training as needed. S/he will perform day-to-day administrative tasks such as scanning, maintaining files and processing paperwork. . S/he will anticipate and take action to prevent workflow problems. S/he will work with program directors to establish documentation requirements and audit/report on deficiencies. S/he will make recommendations regarding health information management/medical records policies and procedures. S/he will provide coverage for other staff members as requested by the director.

*All positions at AK Child & Family may have responsibilities altered during the course of employment due to agency imperatives.

SUPERVISION AND COORDINATION OF SERVICES

The Health Information Technician reports to the Director of Information Systems. The Health Information Technician is a member of the Information Systems department and works collaboratively with other AK Child & Family employees and external providers/contractors. The Health Information Technician coordinates services with all staff through established committees as requested.

QUALIFICATIONS

Knowledge, Skills and Abilities: Basic competency with Microsoft Office suite and filing systems is required. Strong organizational skills and attention to detail are essential. The Health Information Technician must demonstrate excellent written,

interpersonal, oral communication skills. S/he must be proficient in English. S/he must demonstrate an understanding and sensitivity to serving a culturally diverse and/or special needs population. Travel between campuses is necessary, therefore a current Alaska driver's license and insurance is required.

Education and experience: The Health Information Technician must hold a high school diploma or the equivalent. At least 2 years experience in an office setting is required with specific experience or course work in health information management/medical records preferred. Experience working with electronic medical records systems is preferred. Experience working with JC standards is preferred.

PHYSICAL DEMANDS

S/he must be 21 years of age. S/he will have the ability to drive a vehicle between campuses. S/he will have the ability to do both data entry and word processing with a personal computer at a minimum of 45 words per minute. S/he will have the ability to work with files stored in cabinets to 55" high. S/he will have the ability to use copy machines that are 44" high. S/he will have the ability to handle and transport records weighing up to 20 lb.