



**North Eastman Health Association Inc.
Job Description**

Health Information Technician

Position Summary

The Health Information Technician is responsible for the maintenance of accurate health records for all inpatients and outpatients, in a manner consistent with standards, legislation and policies. The responsibilities of the Health Information Technician are consistent with the Mission, Vision and Values of North Eastman Health Association Inc.

Reports to: Care Team Manager

Union: MGEU – Facility Support

Std Grp. 83

Qualifications:

Education & Experience

- Completion of a recognized Health Records Technician or Health Information Technologist Program.
- Two years experience as a Health Information Technician.
- Proficient in ICD-10 Coding.

Knowledge, Skills and Abilities

- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Ability to work independently.
- Demonstrated effective communication skills.
- Demonstrated strong organizational skills and abilities.

Position Duties ad Responsibilities:

Standards of Performance:

- Ensures that all policies pertinent to health records are adhered to by those involved in record production.
- Maintains confidentiality of health records in accordance with the Personal Health Information Act.
- Displays courtesy and respect at all times when interacting with patients, family members and coworkers.
- Ensures the health record is current, complete, legible and readily accessible when required.

Duties:

- Responsible for transcription, coding, chart assembly, and completion of all health records.
- Preparation of daily and monthly statistical reports as they pertain to health records.
- Assists the physicians and administration in organizing medical audits as required.
- Responsible for Quality Improvement initiatives for the department.
- Responds to requests for information as authorized, and in accordance with Release of Health Information Policy.
- Maintains the Health Records filing system in accordance with facility chart control policies.
- Advise physicians and administration of deficits in chart completion.
- May be required to provide receptionist duties.
- Actively participates as a member of the Health Records Technicians Committee.
- Participates in other committees as required.
- Performs other duties as required.

Professional

- Participates in continuing education pertinent to position.
- Assumes responsibility for own professional growth and development.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date

NOTE: Original Signed and Dated April 5, 2005