

ACCELHEALTH

JOB DESCRIPTION

I. JOB TITLE:

DATE:

A. POSITION:

Health Information Specialist

B. CLASSIFICATION:

Non-Exempt

B. ACCOUNTABLE TO:

Health Informatics Manager

C. PROGRAM:

CHC Clinics

D. OSHA CATAGORY:

3

II. JOB SUMMARY:

To maintain patient files, verify and file medical records of the health care facility. As part of the health information team, responsible for maintaining the security, confidentiality and completeness of the patient medical/dental/behavioral health information records of AccelHealth.

III. DUTIES AND RESPONSIBILITIES:

- A. Prepares electronic or paper medical records for office use, i.e., provider visits, staff audits, etc.
- B. Performs clerical duties (scanning, photocopying, chart retrieval, answering phone, faxing, etc.).
- C. Reviews and obtains information release requests for appropriateness and validity and sends these requests to DataFile for processing and releasing of records.
- D. Sends/receives medical/dental/behavioral health records and maintains applicable documentation of such in the Protected Health Information (PHI) logs.
- E. Prepares paper files for storage and/or destruction.
- F. Assists with the notification and processing of subpoenas for medical/dental records.
- G. Accepts job related training assignments and development in new tasks and technologies.
- H. Performs other related duties incidental to the work herein as may be assigned or delegated.

IV. PERFORMANCE STANDARDS:

Performance will be evaluated by the Health Informatics Manager using the AccelHealth Performance Evaluation forms wherein a satisfactory overall rating is considered a minimum acceptable level of performance.

V. ADDITIONAL RESPONSIBILITIES

- A. May assist other staff members with their duties as work load dictates.
- B. Attends seminars and conferences as needed or requested.
- C. Uses equipment safely and effectively.
- D. Demonstrates an appropriate level of knowledge of infection control for the assigned duties, awareness of the organization's mission and values, knowledge of patient rights.
- E. Complies with in-service requirements and attends mandatory meetings.
- F. Demonstrates knowledge of policies and procedures for safety in the workplace including response to: employee injury, fire, security, incidents, ban on smoking, utility failure, response to medical emergencies, and handling of hazardous material.
- G. Uses and protects access code for computer and telephone.
- H. Utilizes the employee handbook, chain of supervision and other resources.
- I. Demonstrates awareness of process improvement methodology (design, measure, assess, improve). Actively participates in performance improvement activities.

VI. QUALIFICATIONS:

- A. High School graduate or has completed a GED course.
- B. At least one year experience in a medical office setting or two years clerical experience.
- C. Bilingual (English and Spanish) preferred.

VII. PHYSICAL REQUIREMENTS:

- A. Must be able to perform the essential functions of the position.
- B. Must be able to meet the attendance requirements of the position.
- C. Must be able to able to travel to other clinic sites unassisted.
- D. Must be able to assist patients with evacuation in the event of an emergency.
- E. Must not pose a direct threat to the health or safety of other individuals in the workplace.

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained

therein.

Employee Signature

Date