



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

**Job Title:** Health Information Management Specialist  
**Dept./Division:** Health Division  
**Unit:** Health Information Management  
**Job Family/Class:** Health Information Technology Series  
**Supervised By:** Health Information Manager Supervisor  
**Employee Type:** Full-time Hourly  
**Pay Grade:** 19

### **NATURE OF WORK:**

The Health Information Specialist provides technical support concerned with processing, maintaining, analyzing, and preparing reports on medical records in accordance with regulatory agencies and the Pascua Yaqui Health Department's policies. Incumbents apply a broad knowledge of departmental policies and procedures, medical coding practices and data correction procedures. The Health Information Specialist facilitates the medical providers with guidance and instruction on electronic recordkeeping systems and provides quality control on records to ensure their organization and consistency, which is required in standardized electronic health records. The incumbent assists with maintaining and training users on the electronic system, which is part of a nationwide health information infrastructure that allows for the accurate exchange of information health.

### **ESSENTIAL FUNCTIONS:**

- Reviews health records and related documents associated with the input and maintenance of patient health records, which includes treatment coding and data tracking within the electronic records systems.
- Operates and provides guidance and training for the electronic recordkeeping software, which includes but is not limited to Resource Patient Management System (RPMS), IHS systems, National Patient Information Reporting System, Epi6 database, the Pascua Yaqui Medical Program software and Claim Track program.
- Assists with the planning and organization of the facility's utilization review, quality assurance, and risk management programs; assigns access and monitors the system security.
- Assists with the electronic recordkeeping system user access and monitoring the security of the system.
- Develops a user training plan, assists management with the development of training materials and lesson plans and implements training presentations; this training may be individual and in small group format.
- Prepares and reviews a variety of reports related to patient services, which may include but not limited too; exporting data to the National Data Warehouse, National Patient Information Reporting System, Claim Tracker with the state of Arizona, status reports on user population, workload activity reports, and immunization reports.
- Completes data entry and quality review on patient information that is entered into the electronic reporting systems, which may include performing intake interviews with patients.
- Tracks, audits, analyzes, and updates patient records and logs for insurance information, eligibility, and treatment codes.

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- May coordinate with patient support services on issues related to billing and coding for treatment services.
- Monitors the paper files for adding, deleting, scanning, and researching information and documents in preparation for electronic data collection.
- Responds to sensitive request for information and assistance with patient records, provides information regarding applicable rules, policies, and regulations; assist medical staff with data concerns, and refers inquiries to the appropriate agency or manager.
- Performs other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Clerical and office support practices;
- Customer service principles;
- Recordkeeping principles, procedures, and methods;
- General mathematical concepts;
- English language, grammar, and punctuation;
- Report preparation techniques;
- Assigned department operations and functions;
- Applicable federal, state, and local laws, rules, and regulations;
- Medical coding standards, such as CPT-4 procedures and ICD-9 diagnosis coding; and HCFA 1500s and UB-92s;
- Medical tracking and reporting software, including but not limited too; electronic systems for processing third party insurance billing, AHCCCS eligibility and enrollment requirements, and the RPMS system, and Claim Tracker;
- HIPAA regulations;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

#### **Skills in & Ability to:**

- Maintaining various confidential records;
- Operating a variety of office equipment, including a computer and related software applications, telephone, fax machine, and adding machine;
- Maintaining files and records;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Using proper English, grammar, punctuation, and spelling;
- Compiling data and information;
- Preparing meeting agendas and minutes;
- Providing customer service;
- Working independently;
- Preparing a variety of business correspondence, records, reports, documents and forms;
- Following oral and written instructions, policies, and procedures;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Operating a variety of office equipment, including a computer and related software applications;

- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

Associate's Degree and two (2) years of experience as a Health Information Technician or Patient Services Support Technician; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS:**

- Medical Billing & Coding Certification, Certified Professional Coder (CPC) or Certified Coding Specialist (CCS);
- Registered Health Information Technician (RHIT) preferred;
- Must possess and maintain a valid Arizona Driver's license.

**BACKGROUND CHECK:**

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, travel and work space restrictions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

***This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.***

Review and Approved by:

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Department Head and/or Designee

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Date

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H.R. Manager/Classification & Compensation

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Date

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Human Resources Director

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Date