

PART I	HAWAII HEALTH SYSTEMS CORPORATION	4.115
	STATE OF HAWAII	4.116

Class Specifications
for the Classes:

HEALTH INFORMATION CLERK I & II
SR-08; SR-10
BU:03

HEALTH INFORMATION CLERK I 4.115

Provides clerical support in a health information management department of a hospital or allied medical care facility; and performs other related duties as required.

Distinguishing Characteristics:

This class is responsible for performing a variety of complex clerical tasks in a health information management department which include assembling and maintaining medical records; assist in the review of medical records for completeness and accuracy; verifying authorizations for compliance; and filing and retrieving charts and records. Such work is performed according to established guidelines, standards and procedures; and the supervisor is readily available to provide advice and assistance during problem instances.

Typical Duties:

Assembles and maintains medical records; assists in the review of medical records for completeness and accuracy according to established standards and guidelines, prepares records for microfilming and archiving; and gathering data for various reports; assists in updating of medical reports; processes request for copies of records or billing statements; files medical records and all supporting documents, provides medical records to third parties in accordance with policies and procedures.

Knowledge and Abilities Required:

Knowledge of: Business English; spelling; arithmetic; the operation and operational maintenance of various office appliances and equipment, including office copying machines; the use of computer equipment and software applications; office practices and procedures. Learn the nature and uses of medical records; medical terminology; health information management classification; filing and index system.

Ability to: Plan and carry out a wide range of clerical functions, including various complex assignments; maintain an effective work pace under periodic deadlines; learn and apply pertinent statutory provisions, rules, regulations, policies and procedures; read and understand manuals and other detailed books of instruction; use of computers, word processing and other software applications; and deal tactfully with others.

HEALTH INFORMATION CLERK II

4.116

Independently provides clerical support of a highly complex nature in a health information management department of a hospital or allied medical care facility; and performs other related duties as required.

Distinguishing Characteristics:

This class is responsible for independently performing a variety of highly complex clerical tasks in a health information management department where some originating and planning of work are required. Carries out assignments and accomplishes work with substantial use of discretion and selectiveness in deviating from established processes and procedures.

An incumbent of a position in this class works under the general supervision of a health information technician or health information management specialist/administrator and in accordance with established policies, guidelines, standards and procedures.

Typical Duties:

Evaluates and processes health information documents according to individual circumstances where the correct course of action is not clearly defined; reviews medical records for completeness and accuracy according to established standards and guidelines; performs extensive searches through a variety of paper and electronic files and records, extracts and organizes necessary information; assists in preparing abstracts and gathers data for various reports; updates medical reports as necessary; processes request for copies of records or billing statements; prepares records for microfilming and archiving; files medical records and all supporting documents; provides medical records to third parties in accordance with policies and procedures; may provide training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates performing work comparable to the class Health Information Clerk I.

Knowledge and Abilities Required:

Knowledge of: Business English; spelling; arithmetic; the operation and operational maintenance of various office appliances and equipment, including office copying machines; the use of computer equipment and software applications; office practices and procedures. Understand the nature and uses of medical records; medical terminology; health information management classification; filing and index system.

Ability to: Plan and carry out a wide range of clerical functions, including various highly complex assignments; maintain an effective work pace under periodic deadlines; understand and apply pertinent statutory provisions, rules, regulations, policies and procedures; read and interpret manuals and other detailed books of instruction; file medical records; use of computers, word processing and other software applications; follow oral and written instructions and deal tactfully with others.

This is the first class specification for the classes, Health Information Clerk I & II.

DATE APPROVED: October 2, 2008

JANICE WAKATSUKI
VP/Director of Human Resources