

PART I	HAWAII HEALTH SYSTEMS CORPORATION	4.130
	STATE OF HAWAII	4.131
		4.132
		4.133

Class Specification
for the Classes:

HEALTH INFORMATION MANAGEMENT SPECIALIST
HEALTH INFORMATION MANAGEMENT ADMINISTRATOR
SR-18; SR-20; SR-22; SR-24
BU:13; BU:23

This series includes all classes of positions the duties of which are to direct, supervise, or perform work requiring professional knowledge and application of the theory and techniques of health information management collect, interpret and analyze patient data in the development, analysis, and maintenance of diagnostic and therapeutic records of medical cases for patient care and treatment, administrative, reference, and research purposes.

Basic Nature of the Work:

Health Information Management personnel are responsible for medical record functions at hospitals or allied medical care facilities subject to departmental policies and regulations. Functions include (1) quantitative and qualitative analysis and technical evaluation of clinical records, (2) development of secondary records, (3) development of statistics, (4) coordination and integration of records, (5) abstracting, (6) reference work for clinical research projects, staff conference, publications, and other purposes, (7) education, information, and training and (8) direction and supervision of a Health Information Management department.

The records maintained by Health Information Management personnel contain medical and surgical information on each patient, including a history of the illness, physical examination findings, doctors' orders and progress notes, nurses' notes, and reports on x-rays and laboratory findings. These records are used for research, insurance claims, legal actions, evaluation of treatment and medication, and for training medical, nursing, and related personnel. Medical information found in hospital records is also important in planning community health programs.

Standards for the performance of the work are provided through individual healthcare providers through policies/procedures, guidelines and compliance. This includes professional publications such as International Classification of Diseases Clinical Modification, Current Procedure Terminology Assistant, Coding Clinic and medical books and journals.

Variations in duties and responsibilities assigned specific positions occur as a result of the organization, staffing and size of hospitals and the Health Information Management department.

Classification Factors:

Class levels in this series are distinguished by significant differences in complexities and responsibilities in the work assigned. Those difference relate to variations in the following factors:

1. Nature and Variety of Work
2. Nature and Supervision Received by Incumbent
3. Nature and Available Guidelines for Performance of Work
4. Originality Required
5. Purpose and Nature of Person-to-Person Work Relationships
6. Nature and Scope of Recommendations, Decision, Commitments and Conclusions
7. Nature and Extent of Supervision Exercised Over Work of Other Employees
8. Knowledge and Abilities Required

All of these factors are not discussed at each level. The factors, when readily apparent in the discussion, have been combined at some levels to prevent repetition and for editorial brevity.

HEALTH INFORMATION MANAGEMENT SPECIALIST II

4.130

Duties Summary:

Performs a variety of health information management activities, under the general supervision of a higher-level health information management specialist or administrator; and performs other related duties as required.

Distinguishing Characteristics:

This class involves the performance of responsible professional work. Assignments involve reviewing and analyzing patient records for internal consistency and to insure that all necessary action has been taken by hospital personnel, in addition to checking for completeness and accuracy of forms and factual data. Initially, apparent inconsistencies, gaps in information, and/or omissions of follow-up are referred to other personnel; as an incumbent becomes more familiar with the hospital and more experienced, he/she is expected to follow up on such cases personally. However, recurring problems of incomplete information, or indications that the system requires revision are referred to higher-level personnel. Assignments may also involve a variety

of other activities such as keeping statistics for the development of medical and administrative data; indexing records; releasing data according to hospital policies; maintaining and filing records according to a pre-department personnel, clerical personnel in other departments and other professional and para-medical personnel in the use and purpose of medial records. Such activities are performed under general supervision.

Examples of Duties:

Reviews and analyzes records for completeness and accuracy of data, forms, and authorization according to established standards and guidelines and for internal consistency and completeness of medical data; obtains necessary signature, and laboratory or x-ray reports, electrocardiograph tracings and interpretations, and necropsy, pathology, and other reports to complete records; codes or verifies coding of diseases, operations, and special therapies according to recognized nomenclature and classification systems; cross-indexes data; searches medical records to prepare abstracts of pertinent information; brings unusual or interesting material to the attention of supervisor; prepare morbidity, birth and death reports; prepares reports on the utilization of hospital beds according to the type of professional services rendered; compiles statistical reports such as analysis of types of surgery performed, types of diseases treated, and types of cases receiving special forms of therapy; answers inquiries regarding information recorded in patients' charts by correspondence or telephone, in accordance with hospital policies concerning divulgence of information and laws of the state with regard to privileged communications; may serve as secretary on one or more committees in the hospital; may participate in admission and discharge activities.

Knowledges and Abilities Required:

Knowledge of: Principles and practices of health information management; fundamentals of medial science; fundamentals of human anatomy and physiology; medical terminology; pertinent federal medical record requirements and laws affecting medical care activities; general hospital procedures, medical ethics and customs; and the uses and limitations of primary and secondary records, indexes and classification systems.

Ability to: Apply principles and practices of health information management; analyze medical data from clinical records; learn state, local and hospital requirements and procedures; compile statistical reports; deal tactfully and effectively with others; and prepare reports.

HEALTH INFORMATION MANAGEMENT SPECIALIST III

4.131

Duties Summary:

Independently performs the full range of health information management activities, with responsibility for directing a health information management department of a hospital or allied medical care facility; and performs other related duties as required.

Distinguishing Characteristics:

This class involves responsibility for managing a health information management department in a small hospital with relatively limited functions. The work involves performing professional and clerical duties and may involve supervising various clerical and/or technical tasks.

Professional functions include analyzing medical records for internal consistency and to insure that all necessary action has been taken by the hospital and personally following up on any apparent inconsistencies and/or omissions; developing and revising a primary and secondary indexing system; and providing advisory services to the administrative and medical staff on the nature and use of medical records. An incumbent is also responsible for performing and/or supervising other assigned activities such as checking records for completeness and accuracy of data, maintaining all records, indexing records, releasing and/or researching information, compiling statistics and preparing various reports.

The work is performed under general supervision of a Health Information Management Specialist IV, Health Information Management Administrator or administrative supervisor.

The work involves making unreviewed decisions on the consistency and completeness of medical information in the medical record. The recognition of inconsistencies and/or gaps in information which could indicate inadequate procedures and the need for further medical attention can be critical to patient welfare and the legal obligations of the hospital. Recommendations and decisions on the structure of the filing and indexing systems can have a considerable effect on the rapidity with which specific information can be retrieved and on the usefulness of the information for program planning and research services. Judgment is also required in releasing information from the record files to authorized persons.

Person-to-person work relationships involve frequent contacts with the medical staff and other hospital personnel for the purpose of obtaining and explaining information for medical records.

Examples of Duties:

Manages the operation of a small health information management department; provides advisory services to hospital staff on medical record problems or procedures; reviews records for internal consistency and completeness of actions taken and follows up with medical staff when inconsistencies or possible omissions are noted; reviews records for completeness and accuracy of identifying data, other factual information, forms, signatures, etc.; obtains necessary signatures, and laboratory or x-ray reports, electrocardiograph tracing and interpretation, and necropsy, pathology, or other reports or complete records; codes or verifies coding of diseases, operations, and special therapies according to recognized nomenclature and classification systems; cross-indexes data; searches medical records to prepare abstracts of pertinent information; brings unusual or interesting material to the attention of the medical staff; prepares morbidity, birth and death reports; prepares reports on the utilization of hospital beds according to the type of professional services rendered; compiles statistical reports such as analysis of types of surgery performed, types of diseases treated, and types of cases receiving special forms of therapy; answers inquiries regarding information recorded in patients' charts by correspondence or telephone, in accordance with hospital policies concerning divulgence of information and laws of the state with regard to privileged communications; attends staff meetings and may serve as secretary in order to take notes for permanent records; represents the hospital in court cases involving subpoena of clinical records; prepares budget for the health information management; may be responsible for supervising the activities relating to the admission and discharge of patients, and the maintenance of a medical reference library.

Knowledges and Abilities Required:

Knowledge of: Principles and practices of health information management; fundamentals of medical science; fundamentals of human anatomy and physiology; medical terminology; pertinent federal, state and local medical record reporting requirements and laws affecting medical care activities; hospital procedures, medical ethics and customs; and uses and limitations of primary and secondary records, indexes and classification systems.

Ability to: Direct the operations of a health information management department; apply principles and practices of health information management; analyze medical data from clinical records; compile statistical reports; deal tactfully and effectively with others; and prepare reports.

HEALTH INFORMATION MANAGEMENTSPECIALIST IV

4.132

Duties Summary:

Supervises and participates in the health information management activities of a large hospital or a few small hospitals or allied medical care facilities, with responsibility for directing the operation of a health information management department or departments; and performs other related duties as required.

Distinguishing Characteristics:

This class involves responsibility for directing a large medical record operation for one or more hospitals or medical care facilities, and for supervising and participating in the activities of the health information management department. Some tasks include obtaining complete records on individual patients from each member of the professional staff; maintaining a filing system capable of making each record available on a minute's notice; providing medical record advisory services to the hospital staff; releasing information from the record files to authorized persons; analyzing records and preparing them for future use; and compiling statistics which serve hospital directors, public health officials and others.

The work is performed under the general direction of a Health Information Management Administrator or hospital administrator.

The nature and extent of supervisory controls over the work of others involve general supervision over lower-level health information management specialists and technicians, and clerical personnel by making work assignments, spot-checking completed work and evaluating work performance.

Examples of Duties:

Directs, supervises and participates in the work of a health information management department; provides advisory services to hospital staff on health information management problems or procedures; makes work assignments to employees; selects and trains subordinate personnel; instructs personnel in indexing and filing methods, preparation and arrangement of medical information, medical terminology, and nomenclature and classification of diseases; outlines health information management methods and procedures and instructs subordinate personnel in medical ethics, hospital organization and management, and policies and practices of the hospital; reviews completed assignments for technical accuracy and suggest improved methods for performing tasks; reviews records for completeness and accuracy to established standards and prepares reports for use by physicians in their research and other work; obtains necessary signatures, and laboratory or x-ray reports, electrocardiograph tracing and interpretation, and necropsy, pathology, or other reports to complete records; codes or verifies coding of diseases, operations, and special therapies

according to recognized nomenclature and classification systems; supervises cross-indexing of diseases and operations according to the system adopted by the state; searches medical records to prepare abstracts of pertinent information; brings unusual or interesting material to the attention of the medical staff; prepares periodic and statistical reports such as morbidity, birth, and death reports, utilization of hospital beds according to professional services, percent of beds occupied, and out-patient services rendered; compiles statistical reports such as analysis of types of surgery performed, types of diseases treated, and types of cases receiving special forms of therapy; answers inquires regarding information recorded in patients' charts by correspondence or telephone, in accordance with hospital policies concerning divulgence of information and laws regarding privileged communications; represents the hospital in court cases involving subpoena of clinical records; attends staff meetings and serves as secretary in order to take notes for permanent record; prepares budgets for the health information management department; may be responsible for admitting and discharging patients from the hospital.

Knowledges and Abilities Required:

In addition to the knowledge and abilities required at the Health Information Management Specialist III level, an incumbent of a position in this class must have knowledge of the principles and practices of supervision, and the ability to direct and supervise the activities of a health information management department.

HEALTH INFORMATION MANAGEMENT ADMINISTRATOR

4.133

Duties Summary:

Directs the activities of a health information management department through subordinate supervisor(s). Develops and maintains plans, policies, guidelines, standards and procedures relating to health information management activities, provides health information management consultative services; and performs other related duties as required.

Distinguishing Characteristics:

This class involves responsibility for developing and maintaining plans, policies, guidelines, standards and procedures for health information management activities in order to establish and maintain uniform practices in several facilities or a region. It further involves responsibility for providing health information management consultative service to personnel of several health information management departments and/or facilities; to administrative, medical and other professional staff personnel; and to third party insurance personnel.

The work is performed under the general direction of the hospital administrator.

Examples of Duties:

Develops and maintains plans, policies, guidelines, standards and procedures for health information management activities, and assures that the health information management department comply with them; makes recommendations for installation of health information management systems and for the staffing needs of the health information management departments of new and existing hospitals; makes recommendations concerning the coordination of the health information management program with the various medical and related programs of the department; provides health information management consultative services to health information management personnel, to hospital staff personnel and to third party insurance personnel; consults with representatives of various organizations for the purpose of obtaining their assistance and cooperation in developing a health information management program which will meet professional, legal or participating requirements of such organizations; studies new techniques, methodology, developments and requirements in health information management activities to maintain valid and authoritative information, and to prepare plans for their implementation; prepares plans for and/or conducts seminars and training sessions on the maintenance of health information and on the use of health information management; checks, interprets and advises on such matters as Standard Nomenclature, national health surveys, International Statistical Classification and legal aspects of health information maintenance and reporting; attends administrative staff conferences and meetings to provide advisory services; maintains close liaison with interested groups and professionals; prepares correspondence, memoranda and reports.

Knowledges and Abilities Required:

In addition to the knowledge and abilities required at the Health Information Management Specialist IV level, an incumbent of a position in this class must have the knowledge of current trends and developments in health information management methods and procedures; ability to prepare plans, policies, guidelines, standards and procedures relating to health information management activities; ability to provide health information management consultative services; and ability to conduct seminars and training sessions in health information management activities.

This is the first class specifications for the class Health Information Management Specialist II, III, IV and Health Information Management Administrator, effective June 18, 2003.

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