

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

Minimum Qualification Specification  
for the Classes:

HEALTH INFORMATION MANAGEMENT SPECIALIST II, III, IV  
HEALTH INFORMATION MANAGEMENT ADMINISTRATOR

Education Requirement:

Applicants for all grades must meet one of the requirements specified in A or B below:

- A. Baccalaureate degree in Health Information Management from a college or university, accredited by the American Health Information Management Association.
- B. Baccalaureate degree from an accredited college or university and a certificate in Health Information Administration from an accredited program.

Experience Requirement:

Applicants must have had progressively responsible experience of the type and quality described below and in the amounts indicated in the following table:

CLASS	CERTIFICATION	SPECIALIZED EXPERIENCE	SUPERVISORY EXPERIENCE
Health Info Mgmt Specialist II	RHIT**	0	0
Health Info Mgmt Specialist III	RHIA	1	0
Health Info Mgmt Specialist IV	RHIA	2	*
Health Info Mgmt Administrator	RHIA	3	1

Specialized Experience:

The experience must show that the applicant has progressively responsible professional health information management work experience. Such experience must have demonstrated the ability to perform qualitative and quantitative analysis and technical evaluation of clinical records; coordinate and integrate medical records; abstracting; coding; reference work for clinical research projects; write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically. At the administrator level, demonstrated the ability to perform at a highly competent level and the ability to provide professional consultative services.

Supervisory Experience:

\*For Health Information Management Specialist IV level, must have demonstrated supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

For Health Information Management Administrator: One (1) year of supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Non-qualifying Experience:

Experience which has not provided a broad and thorough knowledge of medical record techniques and procedures such as experience in a health information management department as a file clerk or typist.

Certification:

Health Information Management Specialist II must be certified as Registered Health Information Technicians (RHIT)\*\* or eligible for the national registration examination offered by the American Health Information Management. Within one (1) year from the date of appointment as a Health Information Management Specialist II, applicant must obtain certification as a Registered Health Information Administrator.

Health Information Management Specialist III, IV and Health Information Management Administrators must be certified as a Registered Health Information Administrator (RHIA).

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

For supervisory positions, the experience and training must clearly demonstrate the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including 1) planning, organizing and directing the work of others; 2) assigning and reviewing work; 3) advising others on difficult work problems; 4) timing and scheduling work; 5) training and developing new employees; and 6) disciplining subordinates when necessary.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

-----

This is an amendment to the minimum qualification specifications for the classes, HEALTH INFORMATION SPECILAIST II – IV AND HEALTH INFORMATION ADMINISTRATOR, to clarify supervisory aptitude, effective April 16, 2013.

-----

This is an amendment to the minimum qualification specifications for the classes, HEALTH INFORMATION SPECILAIST II – IV AND HEALTH INFORMATION ADMINISTRATOR, to update the supervisory experience requirement, effective February 16, 2009.

-----  
This is an amendment to the minimum qualification specifications for the classes,  
HEALTH INFORMATION SPECILAIST II – IV AND HEALTH INFORMATION  
ADMINISTRATOR, to include the mental/emotional requirement, effective May 1, 2005.  
-----

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

DATE APPROVED: April 16, 2013

\_\_\_\_\_  
PAUL TSUKIYAMA  
Director of Human Resources