

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

4.120

4.121

4.122

4.123

Minimum Qualification Specifications
for the Classes:

HEALTH INFORMATION TECHNICIAN I, II, III & IV

Education:

High school diploma or equivalent.

Experience Requirement:

Except for the substitutions provided for elsewhere in these specifications, applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table:

Class Title	Medical Records Experience	Specialized Experience	Supervisory Experience	Total Experience
Health Information Tech I	2	0		2
Health Information Tech II	2	1		3
Health Information Tech III	2	2	*	4
Health Information Tech IV	2	2	1	5

Medical Records Experience: Experience in a health information management department of a hospital or allied medical care facility, or in an allied health or medical program (e.g., nursing unit, admissions dept., clinic, etc.), which included such duties as filing medical records, posting data onto medical records, cross-indexing data, compiling numerical data from medical records or reports, typing/transcribing medical reports, and work of a comparable nature. The experience must have demonstrated knowledge of medical terminology, office practices and procedures pertinent to medical records processing and maintenance, common office appliances and equipment; and the ability to perform arithmetic computations, follow oral and written instructions, operate various kinds of office equipment and deal tactfully and effectively with others.

Specialized Experience: Experience in a health information management department of a hospital or allied medical care facility which involved the performance of paraprofessional health information management work requiring knowledge of the nature and uses of medical records, medical terminology and established health information management classification, coding, filing and indexing systems; and the ability to analyze and file medical records and prepare reports and summaries from medical records.

Supervisory Experience: 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.

*Supervisory Aptitude: Applicants for Health Information Technician III positions must demonstrate possession of 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.

Substitutions Allowed:

1. Excess Specialized Experience may be substituted for Medical Records Experience.
2. Successful completion of an associate degree in a health information technology program (HIT) accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) or recognized by the American Health Information Management Association (AHIMA), may be substituted for all of the requirements for the class Health Information Technician I.
3. Successful completion of an associate degree in a health information technology program (HIT) in a foreign country whose professional association has an agreement of reciprocity with the American Health Information Management Association (AHIMA) may be substituted for all the requirements for the class Health Information Technician I.

4. Successful completion of the correspondence course or the AHIMA Independent Study Programs in health information technology (HIT) and an associate's degree from an accredited college may be substituted for all of the requirements for the class Health Information Technician I.
5. Successful completion of a health information technology program of less than two years duration at a post-secondary institution accredited by the American Health Information Management Association may be substituted for the Specialized Experience on a month-for-month basis.
6. Possession of a current Registered Health Information Technicians (RHIT) certificate received through successful qualification on the national accreditation examination administered by the American Health Information Management Association may be substituted for all of the requirements for the class Health Information Technician II and I.

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.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position. Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

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 Technician I - IV, to clarify supervisory aptitude, effective April 16, 2013.

This is an amendment to the minimum qualification specifications for the classes, Health Information Technician I - IV, to change the accreditation body, effective December 16, 2011.

This is an amendment to the minimum qualification specifications for the classes, Health Information Technician I, II and III, to add level IV, effective July 29, 2010.

This is an amendment to the minimum qualification specifications for the classes, Health Information Technician I, II and III, to change the education and experience requirements and the substitutions allowed, effective October 24, 2008.

This is the first minimum qualification specifications for the classes, Health Information Technician I, II and III, effective June 18, 2003.

DATE APPROVED: April 16, 2013

PAUL TSUKIYAMA
Director of Human Resources