

Minimum Qualification Specifications  
for the Class:HEALTH INFORMATION MANAGEMENT ADMINISTRATOR IIEducation 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:

Specialized Experience: Three (3) years of 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. Also demonstrated the ability to perform at a highly competent level and the ability to provide professional consultative services.

Supervisory Experience: Two (2) years 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.

Administrative Experience: One (1) year of work experience which involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities, and programs.

Certification:

A current certification as a Registered Health Information Administrator (RHIA) issued by the American Health Information Management Association at the time of appointment.

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 knowledge, 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.

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.

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This is the first minimum qualifications specifications for the class, HEALTH INFORMATION MANAGEMENT ADMINISTRATOR II effective September 15, 2017.

DATE APPROVED: September 15, 2017

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JUANITA LAUTI  
Director of Human Resources