

PART I	HAWAII HEALTH SYSTEMS CORPORATION	4.120
	STATE OF HAWAII	4.121
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Class Specifications  
for the

HEALTH INFORMATION TECHNICIAN SERIES  
SR-11; SR-13; SR-15; SR-17  
BU:03

This series includes all classes of positions the duties of which are to supervise or perform para-professional work in the review, preparation, compilation and maintenance of medical records.

Basic Nature of the Work:

Health Information Technicians are responsible for para-professional health information management functions at hospitals or allied medical care facilities subject to departmental policies and regulations, or from any of its personnel to whom authority is delegated to act. A medical record is a permanent report of a person's illness or injury, kept to preserve information of medical, scientific or legal value. The record includes all medical reports which describe how the patient's illness or injury who was diagnosed or treated. Medical records are needed to help doctors diagnose and treat future illnesses, to verify insurance claims, to plan hospitals, to inform public health officials, and to aid researchers.

Functions include: (1) reviewing medical records for completeness and accuracy, and translating diseases and operations into the proper coding symbols; (2) filing medical records or preparing records for microfilming; (3) typing medical reports of operations, imaging or laboratory examinations, or special treatments given to patients; (4) compiling statistics of many kinds, including the hospital's daily census, information on reportable diseases for public health authorities and others; and (5) assisting the medical staff by preparing special studies and tabulating data from records for research.

Performance of such functions primarily requires a working knowledge of the nature and uses of medical records; medical terminology; and established medical record classification, coding, filing and indexing systems. Also, it requires the ability to analyze and file medical records, and to prepare reports and summaries from medical records. This knowledge is usually gained through on-the-job experience or specialized training courses.

HEALTH INFORMATION TECHNICIAN I

4.120

**Duties Summary:**

Performs simple and routine health information duties such as reviewing medical records for completeness and accuracy, and translating diseases and operations into the proper coding symbols; analyzing and filing medical records or preparing records for microfilming; typing medical reports of operations, imaging or laboratory examinations, or special treatments given to patients; assisting in compiling statistics; and assisting the medical staff by preparing special studies and tabulating data from records for research for a hospital or allied medical care facility; and performs other related duties as required.

**Distinguishing Characteristics:**

A Health Information Technician I performs simple and routine health information duties such as reviewing medical records for completeness and accuracy, and translating diseases and operations into the proper coding symbols; analyzing and filing medical records or preparing records for microfilming; typing medical reports of operations, imaging or laboratory examinations, or special treatments given to patients; assisting in compiling statistics; and assisting the medical staff by preparing special studies and tabulating data from records for research.

This class involves responsibility for performing work under the general supervision of a higher-level health information technician or a health information management specialist/administrator; who makes work assignments and spot-checks completed work. 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:**

Reviews medical records for completeness and accuracy according to established standards and guidelines, and translates diseases and operations into the proper coding symbols; cross-indexes data; analyzes and files medical records or prepares records for microfilming and archiving; types medical reports of operations, imaging or laboratory examinations, or special treatments given to patients; prepares abstracts of pertinent information; compiles statistics, including the hospital's daily census, information on reportable diseases for public health authorities and others; assists the medical staff by preparing special studies and tabulating data from records for research; prepares applicable patient records for litigation and transport records to court if necessary; may be required to take and transcribe dictation.

Knowledge and Abilities Required:

Knowledge of: General knowledge of the nature and uses of medical records; medical terminology; established health information management classification, coding, filing and indexing systems; office practices and procedures; use and care of office machines; general knowledge of Health Information Management guidelines and Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws.

Ability to: Analyze and file medical records; prepare reports and summaries from medical records; understand and apply established health information management policies, guidelines, standards and procedures; perform arithmetic computations; deal tactfully and effectively with others; operate a typewriter, computer and other office machines; follow oral and written instructions. Certain positions in this class may require that candidates take dictation at the rate of 90 words per minute and transcribe such dictation accurately.

HEALTH INFORMATION TECHNICIAN II

4.121

Duties Summary:

Independently performs the para-professional functions of a health information management department for a hospital or allied medical care facility; and performs other related duties as required.

Distinguishing Characteristics:

A Health Information Technician II has responsibility for independently performing health information duties such as reviewing medical records for completeness and accuracy, and translating diseases and operations into the proper coding symbols; analyzing and filing medical records or preparing records for microfilming; typing medical reports of operations, imaging or laboratory examinations, or special treatments given to patients; compiling statistics; and assisting the medical staff by preparing special studies and tabulating data from records for research.. It also involves responsibility for taking medical records to court and for maintaining the flow of health information to all departments of the hospital.

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

Typical Duties:

Sets up medical records in accordance with prescribed system; reviews medical records for completeness and accuracy according to established standards and guidelines, and transcribes diseases and operations into the proper coding symbols; notes omissions, errors or inconsistencies and refers them to physicians for completion; cross indexes data; analyzes and files medical records or prepares records for microfilming and archiving; types medical reports of operations, imaging or laboratory examinations, or special treatments given to patients; prepares abstracts of pertinent information; releases information from medical records according to established procedures and with proper approval; compiles statistics of many kinds, including the hospital's activity, information on reportable diseases for public health authorities and others; assists the medical staff by preparing special studies and tabulating data from records for research; takes medical records to court; may be required to take and transcribe dictation.

Knowledge and Abilities Required:

Knowledge of: Working knowledge of the nature and uses of medical records; medical terminology; established health information management classification, coding, filing and indexing systems; office practices and procedures; use and care of office machines. Working knowledge of Health Information Management guidelines and Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws.

Ability to: Analyze and file medical records; prepare reports and summaries from medical records; understand, interpret and apply established health information management policies, guidelines, standards and procedures; perform arithmetic computations, deal tactfully and effectively with others; operate a typewriter, computer and other office machines; follow oral and written instructions. Certain positions in this class may require that candidates take dictation at the rate of 90 words per minute and transcribe such dictation accurately.

HEALTH INFORMATION TECHNICIAN III

4.122

Duties Summary:

Supervises and participates in the operations of a health information management department for a hospital or allied medical care facility; serves as a resource to physicians, co-workers and other healthcare providers on a regular basis; researches and resolves questionable and unfamiliar terms; and performs other related duties as required.

Distinguishing Characteristics:

A Health Information Technician III has the responsibility for supervising and performing the day-to-day operations of a health information management department; for taking medical records to court; and for maintaining the flow of health information to all departments of the hospital.

The work is performed under the general supervision of a health information management specialist/administrator, and in accordance with established policies, guidelines, standards and procedures.

Incumbents are expected to review the work of subordinates for completeness, correctness and adherence to applicable policies and procedures. Supervision is exercised over lower-level health information technicians and clerical personnel by making work assignments, reviewing the work of subordinates for completeness, correctness and adherence to applicable policies and procedures and evaluating work performance.

Typical Duties:

Supervises and participates in the complex medical record activities of a health information management department; makes work assignments to employees, reviews and evaluates work performance; trains subordinate personnel; receives sick call and determines/obtains additional coverage as needed; maintains the flow of health information to all departments of the hospital; installs the prescribed health information management system; reviews medical records for completeness and accuracy according to established standards and guidelines, and transcribes diseases and operations into the proper coding symbols; notes omissions, errors or inconsistencies and refers them to physicians for completion; cross-indexes data; coordinates the filing, microfilming and archiving of medical records; types medical reports of operations, imaging or laboratory examinations, or special treatments given to patients; prepares abstracts of pertinent information; releases information from medical records according to established procedures and with proper approval; compiles various statistics, including the hospital's daily census, information on reportable diseases for public health authorities and others; assists the medical staff by preparing special studies and tabulating data from records for research; takes medical records to court; and may be required to take and transcribe dictation.

Knowledge and Abilities Required:

Knowledge of: Thorough knowledge of the; nature and uses of medical records; medical terminology; established health information management classification, coding, filing and indexing systems; office practices and procedures; use and care of office machines; and the principles and practices of supervision. Thorough knowledge of

Health Information Management guidelines and Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws.

Ability to: Plan, assign and review the work of others; analyze and file medical records; prepare reports and summaries from medical records; understand, interpret and apply established health information management policies, guidelines, standards and procedures; perform arithmetic computations; deal tactfully and effectively with others; operate a typewriter, computer and other office machines; follow oral and written instructions. Certain positions in this class may require that candidates take dictation at the rate of 90 words per minute and transcribe such dictation accurately.

### HEALTH INFORMATION TECHNICIAN IV

4.123

#### Duties Summary:

Supervises staff in the performance of para professional health information management activities for a hospital or allied medical care facility; and performs other related duties as required.

#### Distinguishing Characteristics:

A Health Information Technician IV has the responsibility for supervising para-professional health information technicians and clerical personnel. Responsibilities includes development of new and revised procedures, review of working situations to ensure that staff are following guidelines, policies and procedures, and recommending improvement in the health information management process.

#### Typical Duties:

Responsible for the daily operations and activities of para-professional health information management employees; plans, assigns, coordinates, directs, reviews and evaluates the work of subordinates; develops work schedules, assignments and reassignments; selects, hires and trains new employees and maintains effective working relationships; interprets policies, rules, regulations and procedures regarding health information management activities; serves as a resource to physicians, staff and other healthcare providers; develops and modifies methods and procedures relating to health information management activities; transcribes diseases and operations into the proper coding symbols; notes omissions, errors or inconsistencies and refers them to physicians for completion; cross-indexes data; supervises the filing, microfilming and archiving of medical records; types medical reports of operations, imaging or laboratory examinations, or special treatments given to patients; prepares abstracts of pertinent information; releases information from medical records according to established

procedures; compiles various statistics , including the hospital's daily census, information on reportable diseases for public health authorities and others; assists the medical staff by preparing special studies and tabulating data from records for research; takes medical records to court; and may be required to take and transcribe dictation; prepare various reports; attends and participates in staff and other meetings; may perform health information management duties as required

Knowledge and Abilities Required:

Knowledge of: Thorough knowledge of the policies and procedures of health information management; nature and uses of medical records; medical terminology; established health information management classification, coding, filing and indexing systems; office practices and procedures; and the principles and practices of supervision. Thorough knowledge of Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws.

Ability to: Supervise, plan, assign and review the work of others; understand, interpret and apply established health information management policies, guidelines, standards and procedures; develop methods and procedures relating to health information management activities; instruct others; analyze and file medical records; prepare various reports and summaries from medical records; deal tactfully and effectively with others; and operate a typewriter, computer and other office machines. Ability to make decisions and foster a positive and progressive environment, handle multiple tasks and is detail oriented.

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This is an amendment to the class specification for the classes, Health Information Technician I, II, III, to add level IV, effective July 29, 2010.

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This is the first class specification for the class Health Information Technician I, II and III, effective June 18, 2003.

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DATE APPROVED: July 29, 2010

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