

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

Minimum Qualification Specifications
for the Classes:

HEALTH INFORMATION TECHNICIAN I, II, III & IV
Job Codes: 4.120, 4.121, 4.122, 4.123

Education: High school diploma or equivalent.

Experience:

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

Health Info Tech I: Two years of medical record work 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.

Health Info Tech II: Two years of medical record work 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 **and**

One year of specialized work 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.

Health Info Tech III: Two years of medical record work 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 **and**

Two years of specialized work 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. 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.

Health Info Tech IV: Two years of medical record work 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 **and**

Two years of specialized work 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 **and**

One 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.

Substitutions Allowed:

- a. Excess Specialized Experience may be substituted for Medical Records Experience.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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 I and II.

If a degree is used to substitute for the education requirement, it may not be used again towards the experience requirement. If work experience is used to substitute for education, it may not be used again to meet the experience requirement. If the applicant holds more than one degree, transcripts must be provided, and a thorough review will be conducted by the human resources staff in order for more than one degree to be credited toward the minimum qualification requirements (if applicable).

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 they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. In such positions, Selective Certification Requirements may be established, and certification may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Regions or facilities 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.

Health & Physical Requirements:

Applicants must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes, Health Information Technician I, II, III & IV to update the Quality of Experience, Selective Certification, Health & Physical and delete Mental/Emotional Requirements effective May 15, 2026.

APPROVED: May 15, 2026

JUANITA LAUTI
Vice President & Chief Human Resources Officer