

Premier Community HealthCare Group, Inc.
Job Description

Job Title: Health Information Management (HIM) Specialist
Department: Health Information Management (HIM)
Reports To: HIM Manager
FLSA Status: Non-Exempt
Prepared Date: 4/2011 **Revised:** 12/2011, 5/2012, 10/2012, 9/2014, 2/2016,7/2017
Approved By: Nursing Director

SUMMARY: To be responsible for independently performing a wide range of complex tasks ensuring integrity safety and security of patient health records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following, other duties may be assigned.

1. Review Medical record release request for accuracy.
 - a. Examine releases received thru mail, e-faxes or in person for completion.
 - b. Date stamp and initials placed on all requests received.
 - c. Printed chart from electronic health record, hard copy chart or Padlock dive.
 - d. Invoices prepared per organizational /State guidelines.
 - e. Records mailed to requesting entity.
 - f. Subpoenas requests processed and mailed according to organizational policy and procedures.
2. Scanning of Patients Information into Electronic Health Record.
 - a. Documents reviewed for patient name and date of birth.
 - b. Document labeled and scanned to correct virtual image folder,
 - c. Document tasked to provider if date or signature not present.
 - d. Review for corresponding referral and close.
3. Secure processed patient information.
 - a. Scanned charts / loose documents placed in secured shred area for destruction.
4. Importing of E-faxes.
 - a. E-Fax is opened and reviewed for correct patient and date of birth.
 - b. Document is imported to correct imaging virtual folder, labeled and tasked to provider or entity.
 - c. Review for corresponding referral and close.
5. E-Fax medication prior authorizations or denials process.
 - a. Open document and review correspondence.
 - b. Close e-fax mark unread and move to correct RX virtual folder.
6. Obtaining of Hospital Records.
 - a. Obtain patient records thru hospital patient portal per provider request.
7. Close referral.
 - a. Close referrals that have expired
 - b. Follow-up on pending referrals to include sending letters to non-compliant patients.
 - c. Records imported to patients electronic medical record checked for accuracy and tasked to provider.
8. Ensure patient confidentiality and EMR security at all times.
 - a. Maintain patient information within HIPAA guidelines.
9. Keep other care team members informed when situations occur that disrupts timely patient flow through site.
10. Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA).

SUPERVISORY RESPONSIBILITIES: None

GENERAL DEVELOPMENT:

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.
2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

1. High School Diploma or GED.
2. Basic understanding of medical terminology and documentation.
3. Ability to use basic mathematical skills.
4. Able to perform repetitive tasks.

COMMUNICATIONS SKILLS:

1. Exceptional Customer Service skills.
2. Ability to communicate effectively, verbally and in writing.
3. Excellent grammar, spelling and interpersonal skills.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.
4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

CARE TEAM MEMBER PRINT NAME

DEPARTMENT

CARE TEAM MEMBER SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE