

Hutchinson Clinic
Structured Compensation - Job Description
Health Information Specialist

Prepared on: 12/7/2007

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Department:	Health Information	Grade:	4
Reports To:	Health Information Director	Classification:	Non-Exempt
Supervises:	Direct: 0 Indirect: 0		
Approved By:	Compensation Committee	Effective Date:	5/15/2000
		Revised Date:	3/29/2006

Role:

Shares in all aspects of Health Information's operation.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 80% | Knowledge of methods and procedures of health data that comes to Health Information each day. Included but not limited to maintaining detailed records, filing of 400-600 pieces of dictation and/or correspondence with a 90% accuracy rate. Pull and deliver 300-400 records for physicians located on Hutchinson Clinic campus. | E |
| 10% | Must be able to answer and control multiple phone lines pleasantly and direct messages to appropriate area to be acted upon. | E |
| 5% | Performs related work as required. | N |
| 5% | Must have legal knowledge of releasing medical information to attorney, insurance companies, hospital and other physicians. | E |

Expectations:

1. Learn all areas of the department and pass written exam for each area during training period. Areas consist of pulling, delivering and filing of medical records or loose papers.
2. Maintain a 90% or better accuracy rate on all audits.
3. Maintain patient confidentiality
4. Maintain a positive and professional attitude with co-workers.
5. Abide by Clinic policies and guidelines.

Knowledge and Skills:

Experience:	Up to six months of similar or related experience.
Education:	Equivalent to a high school education.
Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
Other Skills:	Carry up to 35 lbs. of charts up 4 flights of stairs for 1 hr. at a time. Walk at least 10 miles a day including stair climbing.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

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Employee Signature

Date

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