

**JOB TITLE:** HEALTH INFORMATION SPECIALIST

**DEPARTMENT:** HEALTH INFORMATION MANAGEMENT

**REPORTS TO:** HEALTH INFORMATION MANAGER

**JOB SUMMARY:**

The Health Information Specialist maintains the integrity of the master patient record and facilitates the synchronization throughout the practice to ensure the patient does not have duplicate records. The Health Information Specialist is also responsible for performing digital imaging and distribution of provider reports.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment.
* Develop and maintain systems for identifying individuals with more than one medical record number or medical record numbers that are applied to more than one patient.
* Maintain procedures for selecting the surviving medical record number and merging duplicate numbers and files.
* Maintain communication systems for notifying other departments of duplicates and surviving numbers to assure synchronization throughout the organization.
* Maintain written policies and procedures.
* Monitor the accuracy and integrity of electronic and manual merging of duplicates.
* Develop, maintain and forward reports that address the number of duplicates created, their origin, and the number of duplicates corrected. Also generate analysis regarding time spent and comparisons from previous year.
* Report the activities, findings and actions of the duplicate minimization program to the employees’ supervisors and the organization’s EMR/Practice Management Committee.
* Must be able to determine root causes for data integrity issues.
* Maintain confidentiality of employee errors by informing only those who need to know to fulfill their job responsibilities.
* Using the electronic health record, review Correspondence task lists and send physicians’ reports to care team members via fax, direct message, or mail. Also includes monitoring and resolving issues surrounding auto-faxed provider reports.
* Make corrections to reports that are sent back.
* Assist in the investigation of misdirected faxes and updating databases used for faxing.
* Assist the clinical staff with dictation uploading issues and problems.
* Scan and merge reports into the electronic health record.
* Interacts with requestors to identify medical records needed for patient care, review, billing or release of information.
* Handles requests and inquiries for patient health information.
* Performs all other duties as assigned.

**PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that may be faced by a Health Information Specialist throughout the scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities, and are not able to complete the following tasks.

* Sitting for prolonged periods of time
* Bending and reaching
* Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed
* Communicating frequently by phone, email and fax

**QUALIFICATIONS:**

* High School Diploma, or equivalent required. Associate or bachelor’s degree in Health Information Management/Health Informatics preferred. RHIT credential also preferred.
* Excellent communication skills. Must be able to communicate effectively with clerical, technical, managerial and senior level staff.
* Strong analytic and computer skills, with proficiency in Excel preferred.

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

**University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time**

**Employee Signature: Date:**

**Supervisor Signature: Date:**