

 Oroville Hospital	Job Description for Health Information Technician I	Department:	Health Information Management
		Dept.#:	8700
		Last Updated:	12/02/13

Reports To

Director of Health Information Management

Job Summary

Position is responsible for obtaining records from units or departments that render patient care; assembling records and filing / scanning all loose reports appropriately into patient records. Responsible for maintaining physician incomplete area, which includes filing records and reports, updating and maintaining record location and deficiencies in computer system, and assisting Providers.

Essential Duties and Responsibilities

- Record Pick-up: Obtains records from patient care units and/or departments according to department policy.
- Follows up on all records that have been obtained from units and/or departments and advises Health Information Technician of those records that cannot be obtained for a given day.
- Maintenance of Incomplete Chart Area: Maintains medical staff provider incomplete area so records can be easily retrieved.
- Looks up patient record locations in computer system.
- Files / scans patients' records into appropriate record locations.
- Maintains organization in designated filing area.
- Reanalyze records for physician's deficiencies according to department policy, enter into system for each physician, flag deficiencies, print deficiency slips and append to corresponding record.
- Obtains all miscellaneous reports that require sorting; filing and scanning into patients' records.
- Maintaining and Reporting Deficiencies
- Updates and maintain record deficiencies for each Provider.
- Updates and maintain record locations.
- Files loose reports into patients' records.
- Identifies number of incomplete and/or delinquent records at designated time frames and routinely reports to Supervisor.
- Accurately completes birth certificates as required by Vital Statistics.

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Education and Experience:

- High School Diploma or Equivalent;
- Related work experience preferred
- Skilled in filing (numerically and/or alphabetically) and organizing large quantities of documents and/or records;
- Skilled in working quickly and accurately;
- Proven abilities to set priorities and multi-task
- Self motivated individual with exceptional customer service skills
- Team oriented individual who shows initiative and demonstrates flexibility
- Ability to maintain composure when faced with difficult situations
- Proven ability to maintain confidentiality
- Must be able to handle confidential situations with tact
- Excellent problem solving, interpersonal, organizational, and communication skills.

Lifting Requirements

Sedentary – generally lifting not more than 10 lbs. maximum and occasionally lifting and / or carrying such articles as ledgers, files and small items.