

 Oroville Hospital	Job Description for Lead Health Information Technician	Department:	Health Information Management
		Dept.#:	8700
		Last Updated:	02/27/13

Reports To

Director of Health Information Management (HIM)

Job Summary

Under general supervision of the Director, the Lead Health Information Technician will act as a Team Leader for the assigned shift. The function of the Lead Health Information Technician is to provide leadership, communication and training. The Lead Health Information Technician provides continuity during the initial and ongoing training of employees following established policy and procedures. They will work cooperatively with all HIM staff, physicians, and internal and external customers.

Essential Duties and Responsibilities

- Supervise HIM staff as assigned by Department Director.
- Assists Department Director with staff evaluations and counseling as assigned.
- Assists Department Director with staff scheduling.
- Provides initial and ongoing departmental orientation and education to assigned staff.
- Following the established order of assembly and filing protocol as referenced by facility policy and procedure; assembles the discharged inpatient medical record the day after discharge. Accurate assembly of an inpatient medical record consists of: accurate creation of medical record files, correct assembly order, creation of additional volumes as needed, as well as maintenance of the departmental production standard of discharged medical records.
- Analyze medical records. Assembled medical records are analyzed for deficiencies as defined by state and federal medical record requirements, and hospital policies. Deficiencies are tagged for completion and entered into the hospital software.
- Completes scanning of the medical record documents after verifying all documents are completed in entirety as per facility policy and procedure.
- Completes the photocopying, faxing, and mailing of designated medical record reports to community providers at discharge in accordance with Release of Information policies and procedures.
- Pulls and prepares medical records for hospital and medical staff requests. Delivers medical records to physicians and other medical staff as requested.

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- When a medical staff member completes a medical record, the Health Information Technician is responsible for the accurate removal of the deficiency and is responsible for verifying the removal of the deficiency against the printing of the medical staff member's deficiency list.
- Using the computer entry software performs weekly reanalysis of the discharged medical record. Reanalysis incorporates the following responsibilities: deleting or adding deficiencies, deficiency slip accuracy, verification that all reports and documentation belong to the patient, and assurance of accurate location of medical record including maintenance of terminal digit order.
- Has a thorough working knowledge of HIPAA Privacy Practices and Release of Information policies and procedures and can assist patients and staff relative to HIM Department responsibilities regarding authorizations, patient access, request for amendments, accounting of disclosures, and minimum necessary standards.

Education and Experience:

- High School Diploma or equivalent;
- One year experience as a Health Information Technician II in Health Information Department
- Skilled in filing (numerically and/or alphabetically) and organizing large quantities of documents and/or records;
- Skilled in working quickly and accurately;
- Excellent problem solving, interpersonal, organizational, and communication skills.
- Ability to work with computers, electronic devices, telephones, fax machines
- Ability to understand and follow oral and written directions
- Ability to communicate effectively, gain credibility, and develop productive relationships with management, staff members and other customers
- In depth knowledge of HIPAA
- Demonstrate experience in leadership skills
- Demonstrate understanding of Health Care industry as it relates to the division of Health Information Management
- 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
- Must be able to handle confidential situations with tact
- Valid Drivers License

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Lifting Requirements

Light – generally lifting not more than 20 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.