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# Example of Health Information Technician Job Description

Our growing company is hiring for a health information technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for health information technician

* Provide annual HIPAA training and direction to all health care staff, and orientation to new health care staff regarding medical record completion, management, and confidentiality requirements
* Retrieve incoming messages from external providers store and route to appropriate clinicians through Evolv
* Perform Routine quantitative and qualitative audits of documentation in clinical records according to professional standards and legal requirements
* Review records and enter EHR data for special reporting
* Monitor coding and documentation needed to support billing processes
* Provide ICD/CPT/HCPC and DSM\_V expertise and education to staff and providers
* Maintain the confidentiality of those records under the direction of the Clinical Records Program Supervisor
* Analyzes and reanalyzes the EHR for physician and/or clinician documentation
* Analyzes daily reports to ensure History and Physicals, Operative reports, and pending verbal or telephone orders are complete
* Have working knowledge of the Reminder and Suspension letter process

## Qualifications for health information technician

* Advanced writing and communication skills required
* Electronic Health Record/Cerner experience
* Minimum one (1) year of experience in Health Information Management in an acute care facility
* Two (2) years of experience releasing protected health information required
* One (1) year of health information management experience required
* Strong time management, analyzing, prioritizing, problem solving and multi-tasking skills