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# Example of Health Information Technician Job Description

Our 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

* Assists the HIM Coordinator with responsibilities involving notifications of incomplete documentation
* Demonstrate competence using standard operating office equipment and electronic and computer information systems to meet daily department and employee performance goals
* Retrieve, collate, assemble, deliver, scan and file medical records in accordance with established policy
* Respond to requests for patient information
* Daily reconcile patient records retrieved from individual units to the daily discharge list
* Provide quality customer service, including telephone, in-person and written responses
* Establish and maintain daily communication with all nursing units regarding status of any missing patient records
* Assists physicians with chart completion
* Prepares/mails birth certificates for mailing to Bureau of Vital Statistics
* Processes charts in accordance to the department CPDI policies

## Qualifications for health information technician

* Successful completion of standardized test in coding w/ a proficiency rate of 84% required before hire
* Ability to life thirty (30) pounds
* One (1) year experience in an inpatient or ambulatory setting
* One (1) year experience in electronic medical record systems
* One (1) year in a customer service environment
* RHIT certification by the American Health Information Association preferred