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# Example of Health Information Technician Job Description

Our company is looking 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

* Prepare on-line prescription requests, route Rx to providers’/nursing staff
* Maintain spreadsheets on Student Teachers and International students
* Process billing statements for Quest services
* Posting visits (code visit, print HCFA, print statement) for WTC, CHP (international insurance), Family planning only services (FPOS)
* Assist with billing (maintain spreadsheet, submit statements) for WTC, CHP, FPOS
* Batch payments (PNC application to enter payment received) for WTC, CHP, FPOS
* Process Concorde paperwork (ROTC etc physicals)
* Train office staff in the proper use of the computer based scheduling and database software
* Manage email sent to SHC general account
* Export previous night transcription to PNC EMR

## Qualifications for health information technician

* High school diploma or relevant experience
* Ability to distinguish letters and numbers and perceive discriminations between and among documents
* Health Information experience
* 2 years of experience developing solutions which use visual basic, .NET, SQL, Javascript/Jquery for client-side scripting tools or applications
* Experience with customization or reporting interfaces for Commercial Off The Shelf (COTS) EHS&S software packages
* Ability to work on US federal projects