



# Example of Health Information Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of health information specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for health information specialist

- The accounts, and ensuring the accounts move through the system
- Assists in resolving accounts in the eRequest queue, which includes, but is not limited to, payment window
- Accounts, requests for sterilization forms and pre-certifications
- May coordinate or be instrumental in the physician suspension process, evaluating if documentation or
- Circumstances warrant a physician be put on suspension and creating the list of recommended suspensions for
- Incomplete record status and suspension letters and in making physician calls
- Provides support to the birth certificate process, if L&D services are available, which requires interacting with
- Parents, using diplomacy and sensitivity, to obtain accurate information required by the state for birth
- Certificates and acknowledgment of paternity (AOP) forms
- Duties of a birth certificate clerk

## Qualifications for health information specialist

- Assumes responsibility for the HIM department when HIM leader is unavailable, with the ability to handle the
- Majority of issues and inquiries that may arise
- Assists the HIM Leader in gathering statistics for HSC reporting, to include

- Proficient in addressing physician questions, issues and any training needed for the HPF system and providing
- Training to any external reviewers or HPF users