



Example of Health Information Specialist Job Description

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Our growing company 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

- Preparing/maintaining medical records and responding to correspondence
- Photocopy or scan patient records
- Research location of charts
- Demonstrate flexibility to accommodate changes in workload assignments and react calmly and effectively in stressful situations
- Ability to multitask, set priorities and maintain an organized work environment with the added ability to work independently and set priorities under minimal supervision
- Maintain a safe physical and emotional environment for staff and visitors, considering individual needs
- Adhere to established company compliance, policies, procedures and protocols
- Utilize general phone skills with a background in customer service
- Resolves accounts in assigned HPF/MPF work queues
- Proficient in addressing physician questions, issues and any training needed for the HPF/MPF system and providing training to any external reviewers or HPF/MPF users

Qualifications for health information specialist

- Provides customer service to Dental patients either in person or by telephone
- Provide custodial services for medical records, including indexing, record retrieval, and storage

- Input of the ICD-10-CM codes assigned and recorded in the client's records and process admission referrals
- Audit Minimum Data Set (MDS) for completeness
- Respond to and document requests for information