



# Example of Health Information Specialist Job Description

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

## Responsibilities for health information specialist

- Have direct patient contact, assisting patients with questions on birth certification documentation
- Work closely with the state of Alaska bureau of vital statistics to provide detailed information for birth certificate records
- Collaborate with a variety of hospital staff and physicians to produce and retrieve reports in an efficient manner
- Produce report(s) for QI indicators
- Functions as a super user for new software applications or upgrades in existing applications and assists in training of assigned team members
- Provides back up coverage as needed
- Protects the privacy and security of medical records to ensure that confidentiality is maintained
- Provides outstanding customer service to all HIM customers, UTSW clinics and other UTSW departments when answering phones, assisting with health information management questions, and concerns or as the appropriate need arises
- Review clinical documentation as part of the Health Information Management (HIM) admission, recertification, and discharge process
- Complete work in a manner that supports Health Information Management data integrity standards

## Qualifications for health information specialist

- One (1) year in acute care transcription of discharge summaries, H&Ps, operation reports, consultation reports, and radiology exams
- Ability to utilize a variety of hospital information systems
- Expert knowledge of medical record analysis, HIPAA
- Completion of college level course in Anatomy and Physiology
- RHIT, RHIA and/or CHP