



Example of Health Information Specialist Job Description

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Our company is growing rapidly and is looking for a 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

- Convert records to correct chart order when appropriate
- Perform quality checks in medical records for updated information such as allergy list, medications, current face/demographic sheet, patient labels, TD color coded numbering and bar code labels
- Scan medical record reports into Epic, using the PMC established Scanning guidelines
- Follow up with the provider and/or Supervisor as necessary to resolve any found issues
- Assist with daily updates of provider schedules
- Provide job training, as directed by supervisor and/or HIM manager, to new employees in accordance with established procedures and practices
- Monitors and manages the physician suspension process
- Verifies admission and discharge dates for insurance purposes
- Coordinates third party audits
- Accurately and timely processes Certificates of Live Birth, updates newborn names and responds to related inquiries

Qualifications for health information specialist

- Experience mapping workflows and identifying data system requirements
- Experience using electronic health technology to support patient care
- Two or more years of professional experience leading, overseeing, or

- Three or more years customer service / information security experience
- Prepares, indexes, and scans protected patient health information documentation in the electronic medical record while ensuring quality
- Performs quality checks of scanned medical documents within the established guidelines without co-worker bias