



Example of Health Information Specialist Job Description

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Our 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

- Researches unidentified fetal monitor strips, and follows-up to ensure they are assigned to the appropriate patient
- Responds to patient record requests and inquires in a courteous, timely and confidential manner
- Abstracts Facility Worksheet completely and accurately
- Provides departmental cross coverage as necessary
- Answers phones and processes physical chart retrieval requests
- Destroys scanned documents after appropriate retention period
- Developing and documenting comprehensive and/or strategic literature search strategies
- Developing and applying innovative literature search approaches using text analytics
- Perform regulatory, technical reviews of charts
- Manage the release of information in accordance with Health Insurance Portability and Accountability Act (HIPPA) and Protected Health Information (PHI)

Qualifications for health information specialist

- Minimum one (1) year office work experience required
- Experience working with patient medical records, or in a medical setting, preferred

- Demonstrated ability to use PCs, Microsoft Office suite (Outlook, Word and Excel), and general office equipment (i.e., printers, copy machine, FAX machine,) required
- A Master's degree in Public Health, Information Science, or a related field and at least 1 year of relevant experience