

Muleshoe Area Medical Center Position Description

Job Title: Health Information Assistant
Department: Health Information Management
Reports To: Health Information Manager
FLSA Status: Non-exempt

SUMMARY: Maintain the Health Information filing system in accordance with policy and procedures. Assist with evaluating medical records to ensure accuracy and completeness of data recorded in a timely manner. Maintain and control release of patient information to authorized persons.

QUALIFICATIONS:

- Must possess ability to become competent with the medical billing system.
- Competent in medical terminology.
- Competent in Microsoft Office Word and Excel.
- Maintain discretion and confidentiality in communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with assigning ICD coding of inpatient, outpatients, swing bed, ER and Physical Therapy.
- Ensure accuracy, consistency and uniformity of data recorded in the medical records.
- Gather charts, distribute and follow-up on dictation for/from Physicians.
- Assist with transcription as needed.
- Typing accurately and at an acceptable speed using computers and Dictaphones.
- Assist with recording the minutes of the medical staff meetings.
- Work with all departments to insure completion of charts.
- Assist with submitting census reports in a timely matter.
- Provide copies of medical records to third party requests in accordance with the established policies and procedures of the facility.
- Attend continuing education classes as requested and required.
- Miscellaneous duties as assigned requested and/or required.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED
- Registered Health Information Technology Certification preferred
- Certified coding specialist preferred
- Previous experience preferred

LANGUAGE/READING SKILLS:

- Must be able to communicate adequately and effectively with patients served by the hospital regarding health histories.

MATHEMATICAL SKILLS:

- Must have basic mathematical capabilities.

REASONING ABILITY: Employee responds to commonly occurring problems/situations for which standards, procedures or precedents exist.

WORK ENVIRONMENT: Employee is regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Employee must frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to lift 50 pounds. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date