

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Health Information Technician III

Class Code: 1331

Pay Grade: 512

GENERAL CLASS DESCRIPTION:

Under general supervision, performs difficult and complex technical duties related to numerous functions pertaining to accumulation and dissemination of medical information on a decentralized basis; and provides functional supervision to Health Information Technicians and assistance as required. Duties may involve the use of personal computers, computer terminals and a variety of software and/or conventional office equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Coordinates efforts with clinical department administrators and chart control personnel, Billing Office personnel, Utilization Review personnel and immediate supervisor to accumulate medical information on a decentralized basis to meet dictated deadlines.
2. Assists Health Information Technician IIs in their efforts to retrieve delinquent records, resolves difficulties encountered in the abstracting processes and provides back-up assistance in their absence.
3. Supervises coding and abstracting functions as directed by or in the absence of immediate supervisor.
4. Performs regular internal audits of departmental coding and abstracting functions for review by supervisor.
5. Assists in training and instruction of employees and the development of department policies and procedures pertaining to the coding and abstracting processes.
6. Prepares and directs the preparation of research requests for physicians/dentists and other authorized hospital personnel on hospital inpatients, and tabulates medical information from indexes, statistical reports and medical records.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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7. Answers inquiries and disseminates patient medical data for requests from other institutions and medical personnel for patient information in accordance with hospital policies pertaining to confidentiality of patient medical information.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Knowledge of medical record coding practices, procedures, and reference sources.
2. Knowledge of medical terminology.
3. Skill in operating office equipment.
4. Ability to communicate effectively with staff, students, and the public.
5. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
6. Ability to gather and analyze data and display in appropriate format and maintain accurate records.
7. Ability to work independently and make decisions requiring interpretation and judgment.
8. Ability to exercise functional supervision over subordinate employees and students.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Certification as a Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Certified Tumor Registrar (CTR), or Certified Coding Specialist (CCS) including two years experience as a Health Information Technician or equivalent level experience, or
2. Five years related medical records experience including two years as a Health Information Technician or equivalent experience.

REVISION EFFECTIVE: September 19, 2002