

JOB DESCRIPTION

Job Title: *Health Information Specialist (9723)*

Job Summary:

The job of the Health Information Specialist is done for the purpose(s) of compiling, processing and maintaining medical records for Behavioral Health Services consumers. Works under general supervision and, within a framework of established procedures, to ensure quality, accuracy, accessibility, and security in both paper and electronic systems. Other related clerical work will be performed as required by the program.

Essential Functions:

- Protects the security of medical records to ensure that confidentiality is maintained according to HIPAA and FERPA laws and regulations
- Reviews records for completeness, accuracy, and compliance with regulations
- Retrieves consumer medical records for psychiatrists, nurses, and other clinic personnel

Office methods and procedures
Medical office practices
Knowledge of BHS referral policies and procedures (strongly preferred)
Knowledge of HIPAA and FERPA laws and regulations (strongly preferred)
Individual Education Plans (IEP)

Ability to:

Multi-task assignments
Retain and recall information
Process information such as categorizing, calculating, auditing, or verifying information or data
Develop specific goals and plans to prioritize, organize and accomplish your work
Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person
Work evenings or weekends as needed
Bilingual in English/Spanish preferred

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.