

## **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
- Processes consumer admission and discharge documents
- Enter data, such as demographic characteristics, diagnosis, Client and Service Information (CSI), and other tracking data
- Release information to persons or agencies according to laws and regulations
- Plan, develop, maintain, and operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information
- Develop and implement a variety of tracking systems to ensure treatment records are kept up-to-date and complete
- Communicate with outside agencies to facilitate coordinated care referrals
- Prepare statistical reports, narrative reports, or graphic presentations of information for BHS staff
- Compile and maintain consumers' medical records to document condition and treatment
- Filing of incoming records and documentation accordingly; retrieve records as needed
- Create and assemble charts according to guidelines for the purpose of maintaining paper medical records and correspondence
- Track and maintain long-term paper medical record storage
- Responsible for the daily functions of processing referrals submitted to BHS
- Explain eligibility requirements to qualify for BHS mental health services
- Professionally interact with school personnel, families, and stakeholders
- Ensures that all required documentation accompanies the referral
- Maintains tracking log to ensure that all referrals are processed in a timely manner
- Responsible for uploading referrals and attachments electronically
- Update consumer data and charges for billing purposes
- Record efforts to contact, or contacts with, consumers
- Other clerical duties as assigned

### **Skills, Knowledge and/or Abilities:**

#### **Skills to:**

- Understand and carry out oral and written directions
- Operate standard office machines
- Communicate effectively and respectfully
- Have the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, mathematical operations)
- Critical thinking
- Type at a speed of 45 net words per minute
- Establish priorities, meet deadlines, organize workload, and work independently

#### **Knowledge:**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Basic medical terminology;
- Math sufficient to compute deadline dates based on educational laws and regulations.
- Knowledge of computer hardware and software applications and programs
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- 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.

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience Required:**

Job-related experience is required in medical clerical, physician's office or other related field.  
Knowledge with HIPAA regarding the privacy and security of medical records is strongly preferred.

**Education Required:**

High school diploma or the equivalent.  
Targeted job-related education that meets organization's prerequisite requirements.

**Licenses, Certifications, Bonding, and/or Testing Required:**

Department of Justice and FBI Fingerprint Clearance.  
Valid California Driver's License and proof of automobile insurance.

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**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.