

**JOB DESCRIPTION**

**Job Title:** Health Information Specialist (9723)

**Job Summary:**

Under general supervision of an Administrator and/or designee, this position will work within a framework of established procedures and guidelines to compile, process, and maintain medical records for students. Responsible for ensuring quality, accuracy, accessibility, and security in both paper and electronic systems.

**Essential Duties:**

- Follow processes and procedures to protect the security of medical records and ensure that confidentiality is maintained according to HIPAA and FERPA laws and regulations.
- Compile and maintain student medical records in accordance with laws and regulations.
- Review incoming files and documentation for completeness, accuracy, and compliance with regulations and file accordingly.
- Retrieve student medical records for psychiatrists, nurses, and other applicable staff, as requested.
- Process student admission and discharge documents, as needed.
- Enter data such as demographic characteristics, diagnosis, Client and Service Information (CSI), and other tracking information into multiple information systems.
- Release information to persons or agencies according to laws and regulations.
- Plan, develop, maintain, and operate a variety of health record 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.
- Prepare statistical reports, narrative reports, or graphic presentations of information, as requested.
- Create and assemble files according to guidelines for the purpose of maintaining paper medical records and correspondence, as needed.
- Track and maintain long-term paper medical record storage.
- Process referrals, ensure documentation is complete, maintain tracking log, upload electronic attachments, as needed, and perform related functions.
- Communicate regularly and professionally with school personnel, families, and community partners.
- Update medical records, student data, and charges for billing purposes.
- Prepare and maintain documentation of contact and attempted contact with program participants.
- May translate orally and written documents/records from English to Spanish and vice versa.
- Perform other related duties, as assigned.

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

**Skills to:**

- read notes, memos, and medical records of a moderately complex nature;
- effectively communicate and interact with students, staff, and the public;
- 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);
- establish priorities, meet deadlines, organize workload, and work independently;
- type at a net speed of 45 net words per minute.

**Knowledge of:**

- administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- basic medical terminology;
- math sufficient to compute charges for billing purposes;
- computer hardware and software applications, such as Microsoft Office and Google products;
- HIPAA and FERPA laws and regulations related to medical records;
- proper English grammar, punctuation and sentence structure;
- Individual Education Plans (IEP) for students;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- understand and carry out oral and written instructions;
- maintain confidentiality of records;
- meet schedules and deadlines;
- read/interpret/apply rules, regulations, policies;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- provide information to staff, families, and the public by telephone, email, and in-person;
- translate written documents/records from English to Spanish and vice versa (preferred);
- translate orally from English to Spanish and vice versa (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.

**Education Required:**

- High school diploma or equivalent.

**Experience Required:**

- Job-related experience performing clerical duties in a medical office or related setting.
- Experience working with HIPAA guidelines regarding the privacy and security of medical records is strongly preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Bilingual in Spanish is preferred.

**FLSA Status:** Non-Exempt

September 2024

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.