Health Information Technician

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)
Internal Team:* SL-CH&W-Health Services-141100
Job Code/Employee Classification:* Health Information Tech
Job Code: 1140

Classification Title: Health Information Technician
MPP Job Code: 
Position Number: Health Record Technician
Position no: SL-00002368

CSU Working Title:* Health Information Technician
Salary Range/Grade: 1140-RANGE A-Grade-1
Minimum: $ 3,069.00
Maximum: $ 5,921.00
Pay Frequency:

Reports To: Dir of Ops & Admin for CH&W
Campus:* San Luis Obispo
Division:* Student Affairs
College/Program:* Campus Health & Wellbeing
Department:* CH&W-Health Services - 141100
FLSA Status:* Non-Exempt

SENSITIVE POSITION

Sensitive Position: Yes  No

Job Summary/Basic Function:* Under general supervision, the Health Information Technician coordinates and oversees all processes related to health information management. Incumbents coordinate and process functions related to medical release of information, physical examinations and legal requests for student health center patients. The Health Information Technician ensures necessary safeguards are in place and health information processes comply with California’s Confidentiality of Medical Information Act (CMIA), Health Insurance Portability and Accountability Act (HIPAA), the California Health & Safety Code, California Evidence Code, California Civil Code, and Family Educational Rights and Privacy Act (FERPA). The incumbent serves as the primary resource for the technical and legal aspects of health information management.

Minimum Qualifications:* Associate’s degree or equivalent in an accredited Medical Records program or equivalent combination of education and experience which provides the required knowledge and abilities.
**Required Qualifications:**

Thorough knowledge of approved practices and methods for the compilation and maintenance of, and access to, health information and records; and medical terminology and coding systems and regulations pertaining to medical records.

Working knowledge of anatomy and physiology pertinent to medical records, applicable automated health information and database management systems including access and security features.

Working knowledge of industry professional ethics and standards, applicable federal and state laws and patient privacy and security regulations pertaining to health information.

Strong organizational skills and the ability to revise and develop new procedures.

Ability to read and understand written medical records.

Ability to interpret clinical notes as to diagnosis.

Ability to compile, interpret, and utilize data for coding files, making indices, and preparing reports.

Ability to maintain privacy and security of medical records and health information in compliance with applicable state and federal laws, regulations and university policy.

Working knowledge of applicable electronic health information and database management systems.

Ability to maintain privacy and security of health information in compliance with applicable state and federal laws and regulations and university policy.

Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.

Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling and punctuation.

Ability to interpret, communicate and apply policies and procedures.

Demonstrated ability to maintain a high degree of confidentiality.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

**Preferred Qualifications:**

Possession of a valid Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certificate from the American Health Information Management Association (AHIMA) or equivalent.

Experience working in a college health center.

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
Special Conditions:

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background check.

This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

Able to work in a high traffic and noisy area with frequent interruptions from students, staff and general public.

License / Certification:

Mandated Reporter:*

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA: Yes  No

Conflict of Interest:* None

Supervises Employees:* Yes  No

Job Duties

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<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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Coordinate and oversee all processes related to health information

Ensure accuracy of medical records is maintained. Communicate with clinicians to clarify information and obtain necessary additional information

Coordinate and process functions related to medical release of information, physical examinations and legal requests

Manage the storage, information processing and flow of patient data in and out of the electronic health records system

Organize, analyze, and evaluate medical records data, ensuring accuracy and completeness

Maintain clinical record system according to policy and standards

Maintain strict confidentiality of information and ensure necessary safeguards are in place to limit unnecessary or inappropriate access to protected health information

Comply with confidentiality and privacy regulations at all times; Process legal requests including subpoenas in compliance with the laws and University procedure

Gather and analyze data to compile statistical reports, including but not limited to Quality Improvement studies

Maintain current knowledge of applicable federal and state privacy laws, University and accreditation policies/regulations governing health information

Monitor advancements in health information and privacy laws to ensure organizational adaptation and compliance

May provide lead work direction to other Health Information Management employees

In collaboration with CH&W management, create, implement, and evaluate policies and procedures to ensure organizational compliance to applicable federal and state laws and accreditation standards related to health information technology

Evaluate and streamline processes related to health information functions; Work collaboratively with department colleagues and other University departments to coordinate programs and campus requirements as it relates to data security

Serve on various Campus Health & Wellbeing committees as a representative of the Health Information Management department

Serve as resource person inter/intra departmentally regarding health record information

SELECTION CRITERIA

There are no items to show

POSTING DETAILS

Advertising Summary:

Our Campus Health & Wellbeing team is looking for a Health Information Technician coordinates and oversees all processes related to health information management. Campus Health & Wellbeing is helping students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, providers, professional mental health, outreach, educational services and campus consultations. Join us!
Job Summary

Under general supervision, the Health Information Technician coordinates and oversees all processes related to health information management. Incumbents coordinate and process functions related to medical release of information, physical examinations and legal requests for student health center patients. The Health Information Technician ensures necessary safeguards are in place and health information processes comply with California's Confidentiality of Medical Information Act (CMIA), Health Insurance Portability and Accountability Act (HIPAA), the California Health & Safety Code, California Evidence Code, California Civil Code, and Family Educational Rights and Privacy Act (FERPA). The incumbent serves as the primary resource for the technical and legal aspects of health information management.

Department Summary

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing quality primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.

Key Qualifications

- Thorough knowledge of approved practices and methods for the compilation and maintenance of, and access to, health information and records; and medical terminology and coding systems and regulations pertaining to medical records.
- Working knowledge of anatomy and physiology pertinent to medical records, applicable automated health information and database management systems including access and security features.
- Working knowledge of industry professional ethics and standards, applicable federal and state laws and patient privacy and security regulations pertaining to health information.
- Ability to maintain privacy and security of medical records and health information in compliance with applicable state and federal laws, regulations and university policy.
- Working knowledge of applicable electronic health information and database management systems.

Education and Experience

Associate’s degree or equivalent in an accredited Medical Records program or equivalent combination of education and experience, which provides the required knowledge and abilities.

Three years of medical records experience in a healthcare setting.

Training in a vocational school or full-time college education may be substituted on the basis of one year of college education for 6 months of experience.

Salary:

- Anticipated Hiring Range: $36,828 - $54,000 per year
- Classification Range: $36,828 - $71,052 per year

Cal Poly

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees’ Retirement System, and educational benefits for eligible employees. See our benefits website for additional information.

Diversity Statement

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly’s values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly’s commitment to diversity informs our efforts in recruitment, hiring and retention. California Poly is an affirmative action/equal opportunity employer.
Supplemental Information

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.

Cal Poly, San Luis Obispo is not a sponsoring agency for staff positions (i.e. H1-B visas).