



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH INFORMATION DIRECTOR	35	B	10.231
HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
HEALTH INFORMATION COORDINATOR TRAINEE	27	E	10.246

SERIES CONCEPT

Positions allocated to this series have primary responsibility for coordinating the systematic storage, maintenance, retrieval, retention and release of health information for a comprehensive medical/clinical records system in compliance with applicable standards and licensing requirements, regulations, policies and procedures. Incumbents work in environments such as psychiatric outpatient clinics or inpatient hospitals, facilities for individuals with intellectual or developmental disabilities, skilled nursing facilities, intermediate care facilities, student health clinics, a high security mental health facility, or a prison facility in a clinic, medical infirmary and/or mental health unit for the treatment of the medically and/or mentally ill offenders.

Serve as liaison between the facility and survey teams from regulatory agencies and accrediting bodies by providing requested information and ease-of-access to medical records.

Prepare reports by researching various sources, ascertaining accuracy of information, compiling statistics, and summarizing findings in order to display health care data for administration, medical staff, and licensing, regulatory and accrediting agencies.

Participate in facility committees which develop, interpret and disseminate health information policies and procedures including determining the content of medical records, developing new forms, quality improvement activities, and other projects as assigned.

Prepare and maintain medical/clinical records according to facility standards and accepted filing methods and procedures; create new records; file documents in appropriate sections; thin and purge records according to established facility policies and procedures; archive records of patients no longer receiving services; provide technical assistance and training to facility staff regarding records maintenance practices.

Participate in quality improvement activities such as auditing records; verify completeness, flag deficiencies, notify appropriate personnel regarding deficiencies, and follow up until record is complete and properly documented; compile data, statistical reports and results of quality improvement audits as required.

Request and enter health information received from external sources including hospitals, clinics, physicians, laboratories and other providers to maintain complete and accurate medical records.

Maintain record and patient confidentiality in accordance with rights to privacy and related laws and regulations; control access to records and authorize release of information according to legal, facility and regulatory requirements; release information upon receipt of properly executed consent agreements or court orders; and protect patient identity when preparing reports for legal, licensing, or certifying agencies.

Prepare and maintain summaries, indexes and registers related to medical/clinical records to ensure efficient access and retrieval of data.

Perform administrative support duties related to medical office activities such as scheduling appointments and transcribing information as needed.

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HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
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Page 2 of 5

SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Health Information Director: Incumbents at this level organize, coordinate and administer a comprehensive health information system which includes multi-disciplinary medical/clinical records for an acute care facility, inpatient facility, correctional facility, skilled nursing facility, or facility for individuals with intellectual or developmental disabilities and outpatient services.

Incumbents at this level formulate, develop and implement policies and procedures related to the handling, dissemination, confidentiality and preservation of health information; provide technical expertise to treatment and other facility personnel concerning facility, legal and regulatory requirements related to the control, use and release of health information; oversee records quality assurance activities; supervise clerical support and medical records personnel involved in transcription, scanning, coding, indexing, chart analysis, release of information, storage and retrieval functions; and perform medical records duties as required.

Health Information Coordinator II: Incumbents at this level organize, coordinate and administer health information for a facility **OR** serve as the assistant Health Information Director where the majority of work performed is analytical and administrative. In addition, incumbents serve as a first-line supervisor including providing work direction, assigning and reviewing work, establishing work performance standards and evaluating performance, and providing counseling and discipline to subordinate staff in a medical records department.

Health Information Coordinator I: Incumbents at this level organize, coordinate and administer health information for a facility. This is the journey level in the series and incumbents perform the full range of duties described in the series concept.

Health Information Coordinator Trainee: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require certification as either a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) at the time of appointment or within one year of appointment. This requirement will be identified at the time of recruitment.
- * Incumbents appointed at the Health Information Coordinator Trainee are required to successfully complete one semester length course in basic medical terminology within one year of appointment as a condition of continuing employment.
- * Some positions require the ability to perform medical transcription, medical records abstraction, analysis, coding, indexing and/or scanning into the Electronic Medical Record (EMR). This requirement will be identified at the time of recruitment.

HEALTH INFORMATION DIRECTOR	35	B	10.231
HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
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Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

HEALTH INFORMATION DIRECTOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in Health Information Administration, Health Information Technology, or closely related field and two years of supervisory experience in a medical records department of an inpatient hospital, skilled nursing facility, mental health clinic, large multi-specialty medical practice, facility for individuals with intellectual or developmental disabilities or free standing clinic which included developing and implementing medical records policies and procedures and providing technical expertise and guidance for medical records functions; **OR** two years of experience as a Health Information Coordinator II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of supervision; equipment and software used in the storage and retrieval of medical records; principles and practices of health information management to include licensing and accreditation standards related to the preparation, maintenance, storage and confidentiality of both physical and electronic medical records. **Ability to:** plan, organize, implement and maintain efficient and effective health information systems and work flows; compile, analyze, and present statistical data; write clear, concise and grammatically correct correspondence and reports; analyze and interpret State statutes, federal laws, agency policies and other regulations governing documentation standards, release of information, court commitments, and patient rights; interpret laws, rules and regulations regarding the preparation, maintenance and confidentiality of medical records; provide technical expertise and guidance for day-to-day agency/departmental medical records functions including the development of policies and procedures; assist in the development and organization of the Electronic Medical Record (EMR) and its related functionality; supervise staff and delegate duties; instruct and train all levels of agency or institution personnel in medical records processing, documentation and privacy rules; act as a liaison to facility survey teams assessing compliance with licensing and accreditation standards; act as a court liaison for the purpose of interpretation, documentation and communication of patient legal status; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: serve on institution or agency committees representing the health information function; determine budgetary needs of a Medical Records Department and prepare budgets for administrative use.

HEALTH INFORMATION COORDINATOR II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in Health Information Administration, Health Information Technology, or closely related field and one year of experience in the medical records department of an inpatient hospital, skilled nursing facility, mental health clinic, large multi-specialty medical practice, facility for individuals with intellectual or developmental disabilities or free standing clinic which included initiating and maintaining medical/clinical records, releasing information in accordance with established laws, rules and regulations, maintaining confidentiality, and working with staff, patients and the general public; **OR** one year of experience as a Health Information Coordinator I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: anatomy, physiology and the fundamentals of disease processes; medical transcription and scanning as required; International Classification of Diseases (ICD) coding used to identify disease processes; facility policies and procedures related to medical records documentation, content and format. **Ability to:** recognize inconsistencies in medical records and take effective and appropriate action; comply with accreditation standards, State and federal laws and regulations regarding the maintenance, retention and release of medical records; compile accurate reports with narratives, charts or graphs; read and

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HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
HEALTH INFORMATION COORDINATOR TRAINEE	27	E	10.246

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

HEALTH INFORMATION COORDINATOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

understand legal documents such as subpoenas, court orders, court commitments, and parole and probation dispositions related to the release of medical information; operate a computer using medical records software and facility programs; compile, analyze, edit and display health information data and statistics; assign, review and evaluate the work of subordinates; perform medical transcription; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Health Information Director.)

HEALTH INFORMATION COORDINATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent, one semester-length course in basic medical terminology and two years of experience in the medical records department of an inpatient hospital, skilled nursing facility, mental health clinic, large multi-specialty medical practice, facility for individuals with intellectual or developmental disabilities or free standing clinic which included initiating and maintaining medical/clinical records; releasing information in accordance with established laws, rules and regulations; maintaining confidentiality; and working with staff, patients and the general public; **OR** one year of experience as a Health Information Coordinator Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: current medical records maintenance systems including development, implementation and application; word processing, database, spreadsheet and related software programs; medical records content, format and filing techniques and procedures; policies, procedures, and legal requirements related to records retention and release of information pursuant to applicable Health Information Portability & Accountability Act (HIPAA) regulations. **General knowledge of:** medical terminology. **Ability to:** accurately maintain a standardized filing system; explain technical policies, procedures and standards related to medical records; perform quality improvement activities; perform arithmetic calculations including ratios and percentages in order to complete statistical reports; accurately copy and/or transcribe medical information; read, interpret and accurately complete forms and documents; operate computer equipment and applicable software programs in order to enter, access, and retrieve information and create reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Health Information Coordinator II.)

HEALTH INFORMATION COORDINATOR TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and one year of experience in the medical records department of an inpatient hospital, skilled nursing facility, mental health clinic, large multi-specialty medical practice, facility for individuals with intellectual or developmental disabilities or free standing clinic which included initiating and maintaining medical/clinical records; releasing information in accordance with established laws, rules and regulations; maintaining confidentiality; and working with staff, patients and the general public; **OR** one year of experience as an Administrative Assistant III in Nevada State service performing duties as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

HEALTH INFORMATION DIRECTOR	35	B	10.231
HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
HEALTH INFORMATION COORDINATOR TRAINEE	27	E	10.246

Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

HEALTH INFORMATION COORDINATOR TRAINEE (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: medical records terminology; word processing, database, spreadsheet and related software programs; HIPAA regulations. **Ability to:** read, understand and interpret medical records; communicate effectively both verbally and in writing; operate standard office and computer equipment; follow verbal and written directions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Health Information Coordinator I.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.231</u>	<u>10.233</u>	<u>10.234</u>	<u>10.246</u>
ESTABLISHED:	5/9/80R 10/24/80PC	7/1/63	8/30/70	3/4/16PC
REVISED:		2/1/67	1/5/73	
REVISED:		8/3/70	11/19/80-3	
REVISED:		1/5/73		
		11/19/80-3		
REVISED:	7/1/89P	7/1/89P	7/1/89P	
REVISED:	8/19/88PC	8/19/88PC	8/19/88PC	
REVISED:	7/1/99P	7/1/99P	7/1/99P	
	10/2/98PC	10/2/98PC	10/2/98PC	
REVISED:	4/27/01PC	4/27/01PC	4/27/01PC	
REVISED:	3/4/16PC	3/4/16PC	3/4/16PC	