

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Health Information

**SERIES NO.:**

6436

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the health information occupation is to maintain patient and/or medical/facility providers records and provide information about patients and/or medical/facility providers according to established guidelines. At the first level, incumbents implement health information records procedures, but do not hold the training required to become certified in health information technology/administration. At the middle level, incumbents design, implement and administer a health information records program based on professional training and assign typing and filing work to clerical staff, but do not supervise. At the highest level, incumbents administer a health information records program and exercise supervisory authority.

**CLASS TITLE:**

Health Information Technician 1

**CLASS NUMBER:**

64361

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The entry level class works under general supervision & requires working knowledge of health information technology techniques & procedures in order to maintain accurate & complete health information records & to prepare statistical reports.

**CLASS TITLE:**

Health Information Technician 2

**CLASS NUMBER:**

64362

**EFFECTIVE DATE:**

01/28/2001

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of health information technology policies, procedures & techniques in order to administer health information program/system (e.g., records related to patient/client/consumer medical care &/or licensure/ certification records & related documents for medical/facility providers) in compliance with professional standards.

**CLASS TITLE:**

Health Information Administrator

**CLASS NUMBER:**

64365

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires considerable knowledge of health information technology/administration policies, procedures & techniques in order to administer & supervise staff of health information program (e.g., all records related to patient/client/consumer medical care &/or licensure/certification records & related documents for medical/facility providers) in compliance with professional standards.

<b>CLASS TITLE:</b> Health Information Technician 1	<b>CLASS NUMBER:</b> 64361	<b>BARGAINING UNIT:</b> 014
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Compiles health information (e.g., reviews, catalogs & checks medical reports for completeness; organizes medical reports for placement in files; reviews charts to ensure all reports & signatures are present).

Types health information forms (e.g., prepares charts for new admissions; fills out forms; prepares requests for specific reports or certificates).

Compiles & types statistical reports such as daily & monthly census, Medicaid days, admissions, discharges, or length of stay.

Files reports into health information records, records information in logs & files & retrieves health information records in filing system.

Provides information from health information records after determining appropriateness of request.

Coordinates with other departments concerning health information records procedures.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health information technology; JCAH & Medicare/Medicaid regulations governing medical record keeping\*; requirements governing confidentiality of patient information\*; medical terminology. Skill in use of typewriter &/or word processor & calculator. Ability to deal with problems involving few variables within familiar context; write routine business letters, evaluations or records following standard procedures; proofread medical reports & recognize errors; recognize when medical records information is missing; gather collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses or 9 mos. exp. in records management; 1 course or 3 mos. exp. in medical terminology; 1 course or 3 mos. exp. in typing.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Health Information Technician 2	<b>CLASS NUMBER:</b> 64362	<b>BARGAINING UNIT:</b> 014
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**EFFECTIVE DATE:**

01/28/2001

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Develops, organizes, actuates & monitors health information system in institution, clinic, hospital or division of quality assurance in Ohio Department of Health (e.g., recommends policies & procedures for record maintenance; directs & evaluates implementation of policies & procedures; ensures compliance with record retention schedule; ensures compliance with standards established by JCAH, Medicare/Medicaid & agency & with other accreditation standards) & coordinates with other agency staff concerning program.

Catalogs health information reports using icd-9-cm, reviews them for consistency & completeness & obtains missing information.

Prepares or directs preparation of reports & forms (e.g., length of stay, admissions, discharges, census), performs research & compiles data for special reports.

Evaluates requests for information & ensures appropriate release procedures, represents facility in court when health information is subpoenaed as evidence.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health information technology or health information administration program; JCAH & Medicare/Medicaid regulations governing medical record keeping; laws governing confidentiality of patient information; medical terminology. Skill in use of typewriter & calculator. Ability to deal with problems involving few variables within familiar context; write routine business letters, evaluations or records following standard procedures; write meaningful, concise & accurate reports; proofread medical records & reports & recognize errors & missing information; gather, collate & classify information about data, people or things.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of health information technology or health information administration program offered by technical school or university/college which would qualify applicant for accreditation as registered health information administrator (RHIA) or registered health information technician (RHIT). If curriculum did not include training in pharmacology, applicants must also have 1 course in pharmacology. Completion of 90 hr. national association of practical nurses educational services may be substituted for 1 course in pharmacology.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Health Information Administrator	<b>CLASS NUMBER:</b> 64365	<b>BARGAINING UNIT:</b> 022
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Develops, organizes, actuates & monitors health information system in institution, clinic, hospital or division of quality assurance in Ohio Department of Health (e.g., recommends policies & procedures for health information maintenance; evaluates implementation of policies & procedures; ensures compliance with record retention schedule; ensures compliance with standards established by JCAH, Medicare/Medicaid & agency & with other accreditation standards), coordinates with other agency staff concerning program & supervises staff performing health information, admissions &/or transcribing functions.

Reviews & evaluates health information program (e.g., ensures records are complete; ensures reports generated are accurate & on time; ensures that information requests are appropriate & supervises provision of information; represents facility in court when health information is subpoenaed).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health information technology or health information administration program; JCAH & Medicare/Medicaid regulations governing medical record keeping; laws governing confidentiality of patient information; medical terminology; supervisory principles/techniques\*. Skill in use of typewriter & calculator. Ability to deal with problems involving several variables within familiar context; write routine business letters, evaluations & records following standard procedures; conduct routine interviews for job applicants; write meaningful, concise & accurate reports; proofread medical records & reports & recognize errors & missing information; gather, collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of health information technology or health information administration program offered by technical school or university/college which would qualify applicant for accreditation as registered health information administrator (RHIA) or registered health information technician (RHIT).

Note: option for accreditation as registered health information technician (RHIT) is only in effect until January, 2004.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.