

SOUTHEAST TECHNICAL INSTITUTE HEALTH INFORMATION SERVICES PROGRAM

As an applicant to the Southeast Technical Institute Health Information Services program, these typical requirements of a Health Information Services worker are provided for you in order to enhance your understanding of the position, its responsibilities, working conditions and to help you make a more informed decision about pursuing this career. If you have further questions, please contact an admissions representative or program instructor.

Health Information Services workers are expected to have the ability to:

- frequently lift up to 10 pounds, occasionally lift and/or move up to 20 pounds
- occasionally bend, stoop, squat, kneel, balance, climb, push and pull
- stand and/or walk up to 2-4 hours at a time or up to 3 hours per shift
- sit for up to 4 hours at a time or up to 5-7 hours per shift
- express or exchange ideas by means of spoken word and receive detailed information through oral communication
- concentrate on work tasks in a stressful environment and amidst distractions

*Technical Standards based on local job descriptions

Health Information Services workers are responsible for working with medical records and understanding the complexity of record types and location of various documents. They have extensive knowledge of health information related practices and concepts, excellent analytical skills for critical analysis of the medical record for completeness and clinical pertinence, and the ability to interact with patients and customers in a professional manner. The work in this field is extremely detailed and requires a high accuracy rate to meet legal requirements. Health Information Services workers maintain strict confidentiality of sensitive information as well as verify the legitimacy of requests and adhere to established policies and procedures for Release of Information (ROI). The Health Information Services worker's duties include, but is not limited to: managing requests for medical records for patient, attorneys, third party payers and others, assist with chart processing, chart abstracting and imaging processes, data entry, copying, alphabetic and numeric sorting, and other general clerical tasks. Health Information Services workers may be required to work various shifts, including day, evening, and night shifts. Shifts may include holiday coverage and weekends.

By signing below, I am acknowledging I have read the above information and understand the requirements and working conditions typically associated Health Information Services workers.

Print Name: _____

Signature: _____ **Date:** _____