HEALTH INFORMATION MANAGEMENT ANALYSIS TECHNICIAN

DEFINITION

This position entails the analysis of medical records for completion upon discharge, and reanalysis following completion by the Medical Staff, and other licensed practitioner who are authorized to document in the medical records in compliance with hospital, regulatory and accrediting guidelines.

Work involves the analysis and final processing of all incomplete and delinquent medical records distributed or assigned by the HIM Lead Analysis Technician. Work is performed under the supervision of the Health Information Management Supervisor, but the individual is expected to perform independently and exercise good judgment.

EXAMPLES OF WORK (NOT ALL INCLUSIVE)

Analyzes all discharges for compliance with documentation standards, completeness and accuracy in accordance with departmental, hospital, and federal regulatory and accrediting guidelines.
Records deficiencies on the computer for tracking and reporting purposes.
Removes deficiencies from the computer upon completion of the medical records.
Comletes all task assigned by the HIM Lead Analysis Technician.
Prepares and distributes notification of incomplete and delinquent medical records.
Prepares and submits the listing of incomplete and delinquent medical records to the Health Information Management Supervisor.
Conducts performance improvement audits on discharges as directed by the Supervisor.
Assists in retrieving charts for physician completion.
Maintains hospital requirements, policies and standards of confidentiality.
Forwards incomplete, uncoded records to coders for completion of coding process.
Participates in educational programs and in-service meetings.
Performs other related work as required.

FACTOR 1-KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of Health Information Management Principles and Practices and the ability to apply such knowledge to the analysis process.
Knowledge of JCAHO, HCFA, and Medical Staff Bylaws regarding chart completion and documentation standards.
Knowledge of computer and medical terminology.
Knowledge of the approved order of assembly for medical records by care unit.
Ability to keep open communications with the Medical Staff.
Ability to analyze and interpret data relative to incomplete and delinquent medical records.

**FACTOR 2 - SUPERVISORY CONTROLS**

The Health Information Management Supervisor assigns work and authorizes the assignment of task by the HIM Lead Analysis Technician. Work is reviewed to determine that objectives have been met, and for compliance with established policies and regulations.

**FACTOR 3 - GUIDELINES**

Departmental Policies and procedure Manuals, Medical Staff Bylaws, JCAHO & HFCA Standards.

**FACTOR 4 – COMPLEXITY**

Work involves collaboration with the Supervisor, Director, co-workers and the Medical Staff.

**FACTOR 5 – SCOPE AND EFFECT**

The purpose of the position is to perform analysis of all discharges for compliance in accordance with departmental and federal standard.

**FACTOR 6 - PERSONAL CONTACTS**

Medical Director’s Office, Physicians, Nurses, Departmental Management Team, other hospital staff, and physicians’ office staff.

**FACTOR 7 - PURPOSE OF CONTACTS**

For facilitation of the chart completion process, and follow up on suspensions

**FACTOR 8 - PHYSICAL DEMANDS**

Work is mostly sedentary.
FACTOR 9 - WORK ENVIRONMENT

Work is performed within the Health Information Management Department.

MINIMUM QUALIFICATIONS

High School Diploma plus three (3) years of previous similar hospital experience including analysis of physicians documentation for research, statistics or work experience directly related to analysis and release of information.

DATE: ________________  APPROVED: ________________

DIRECTOR

SA/RLS