

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 3616110**

<b>Health Information Management Technician 1, Grade 13</b>	<b>3616110</b>
<b>Health Information Management Technician 2, Grade 15</b>	<b>3616120</b>
<b>Health Information Management Administrator 1, Grade 17</b>	<b>3616510</b>
<b>Health Information Management Administrator 2, Grade 19</b>	<b>3616520</b>
<b>Health Information Management Administrator 3, Grade 22</b>	<b>3616530</b>

Brief Description of Class Series

Positions in this series perform, supervise, and/or direct technical activities related to the collection, review, data-entry, maintenance, storage, transfer, disclosure, integrity, quality, preservation, and disposal of health records for individuals\* receiving care and treatment services in State facilities and programs. Incumbents assist in and oversee the implementation of health information management programs to ensure compliance with applicable laws, rules, regulations, and requirements.

Positions are primarily classified in the Department of Corrections and Community Supervision (DOCCS), Office of Addiction Services and Supports (OASAS), Office of Mental Health (OMH), and Office for People With Developmental Disabilities (OPWDD).

\*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

*Health Information Management Technician 1:* full performance level; typically under the direction of a Health Information Management Technician 2, performs a variety of activities related to the collection, review, data-entry, maintenance, storage, transfer, disclosure, quality, preservation, and disposal of health records at State facilities; and may supervise and/or provide technical expertise to lower-level clerical support staff engaged in health records maintenance activities.

*Health Information Management Technician 2:* first supervisory level; under the direction of a Health Information Management Administrator, supervises Health Information Management Technicians 1 and clerical support staff engaged in health information management activities; and may serve as an overall assistant to a higher-level Health Information Management Administrator.

*Health Information Management Administrator 1:* managerial level; oversees the health information management program of a DOCCS Regional Medical Unit; a co-located children's psychiatric center; or a Developmental Disabilities State Operations Office (DDSOO) that serves less than 3,000 individuals and performs fewer than 250,000 records activities annually; supervises, directs, and evaluates the activities of Health Information Management Technicians 1 and 2 and clerical support staff; and may serve as assistant to a Health Information Management Administrator 3 in the largest facilities.

*Health Information Management Administrator 2:* managerial level; oversees the health information management program of a free-standing children's psychiatric center; or a DDSOO that either serves between 3,000 and 6,999 individuals or performs more than 250,000 health records activities annually; and supervises, directs, and evaluates the activities of Health Information Management Technicians 1 and 2 and clerical support staff.

*Health Information Management Administrator 3:* managerial level; oversees the health information management program of a free-standing adult or forensic psychiatric center or rehabilitation hospital; or a DDSOO that serves 3,000 or more individuals and performs more than 250,000 health records activities annually, or serves 7,000 or more individuals; and supervises, directs, and evaluates the activities of Health Information Management Technicians 1 and 2 and clerical support staff.

### Illustrative Duties

#### *Health Information Management Technician 1*

Organizes, reviews, manages, and analyzes health records for completeness and accuracy to ensure that the maintenance of quality, security, accessibility, and compliance with accreditation and legal requirements in both paper records, hybrid records, and electronic health records.

- Ensures that the necessary components are present, complete, and accurate, such as clinical progress notes, laboratory reports, and treatment records; and notifies appropriate staff of discrepancies.
- Collects, reviews, and processes facility staff medical and clinical services documentation as required for Medicaid funding.
- Transcribes and codes medical, clinical, and mental health services, diseases, procedures, therapy treatments, and diagnoses in accordance with national classification systems.
- Corresponds with individuals and entities regarding health record information.

- Enters and maintains databases for the tracking of health information disclosures and runs reports to ensure timely completion of requests.
- Applies and implements legal and regulatory policies, procedures, and requirements for access and disclosure of Protected Health Information; and tracks, reports, and/or investigates privacy issues and breaches.
- Provides technical assistance, training, support, and guidance to facility and clinical staff on health information management requirements, including diagnostic and procedural coding, to meet local, State, and federal guidelines.
- Advises clinical staff on health records policy and procedures and instructs treatment staff in proper methods of entering data into health records.
- Prepares, retrieves, and participates in data collection and presentation for clinical and administrative review.
- Conducts audits for utilization review activities; and refers deficiencies to the Utilization Review Committee for further investigation.
- Implements corrective actions as determined by internal and external audit findings.

May supervise lower-level clerical and support staff.

#### *Health Information Management Technician 2*

Performs the tasks of a Health Information Management Technician 1 above; and supervises Health Information Management Technicians 1 and other support staff.

#### *Health Information Management Administrator 1-3*

The level of Health Information Management Administrator classified is determined by criteria related to the size of the health information management program. Some lower-level Health Information Management Administrators may serve as assistants to higher-level Administrators. Regardless of assignment, a Health Information Management Administrator performs the following duties:

Manages and oversees the day-to-day operations of a health information management program in a facility to ensure compliance with local, State, and federal guidelines and laws.

- Coordinates, administers, and assists with the implementation of new and/or upgraded electronic health record systems; monitors facility and health record-keeping staff utilization; and recommends systems enhancements to technical and clinical staff.

- Analyzes, monitors, and oversees the review, maintenance, and use of health records for completeness and accuracy.
- Performs privacy and security risk assessments of health record-keeping systems; and consults with appropriate facility staff for resolution.
- Resolves issues regarding diagnostic codes for laboratory agencies and Medicaid and Medicare reimbursements.
- Prepares for, coordinates, and participates in regulatory agency surveys of health records maintenance and use.
- Oversees health records storage and retention systems and programs.

Directs and implements health record information policy and health information management initiatives, and ensures adherence to changing State and federal laws, standards, and regulations.

- Revises and updates health information policy manuals and health records from creation through destruction in accordance with State Archive and Records Administration.
- Serves as Health Insurance Portability and Accountability Act (HIPAA) liaison to facility staff, external third parties, and outside agencies; coordinates and implements HIPAA privacy regulations; and reviews, revises, and disseminates facility policy, procedures, and guidelines regarding protected health information.
- Heads or participates on committees regarding clinical and administrative policies and procedures governing health records and pertaining to health information; and addresses issues raised by committees.

Performs the full range of supervisory duties for Health Information Management Technicians.

### Minimum Qualifications

#### *Health Information Management Technician 1*

Open Competitive: current certification by the American Health Information Management Association (AHIMA) as a Registered Health Information Technician (RHIT).

#### *Health Information Management Technician 2*

Open Competitive: current certification by AHIMA as an RHIT and one year of post-RHIT health information management experience.

*Health Information Management Administrator 1*

Open Competitive: current certification by AHIMA as a Registered Health Information Administrator (RHIA) or Registered Health Information Management Technician with two years of post-college experience.

*Health Information Management Administrator 2*

Open Competitive: current certification by AHIMA as an RHIA and one year of post-RHIA health information management experience.

*Health Information Management Administrator 3*

Open Competitive: current certification by AHIMA as an RHIA and two years of post-RHIA health information management experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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