**SANTA YNEZ TRIBAL HEALTH CLINIC**

**JOB DESCRIPTION**

**TITLE:** Health Information Technician (HIT)

**DEPARTMENT:** Information Technology

**CLASSIFICATION:** Exempt

**REPORTS TO:** IT Director for Tribal Entities

**DAYS/HOURS:**  Monday-Friday/40 hours per week; weekends and after hours as needed

**JOB SUMMARY:**

The Health Information Technician (HIT) is responsible for providing support on the daily interface between clinicians, medical, dental, behavioral health staff and the electronic health records. The HIT will serve as a specialist/integrator in the implementation and ongoing support of multi-service clinical software applications used for the clinic EHR. This position will be responsible for the coordination of deploying new portions of the clinic’s electronic health record in specified clinic locations, and consulting with the Information Technology Director and clinical departments in customizing software and altering workflow process in the daily operation of the electronic health record. The HIT also works with other application coordinators with the responsibility for a broad range of activities surrounding the implementation of a comprehensive standardized integrated health care information system. Performs the role of Privacy Officer for the clinic. The HIT will report directly to the Tribal Entities IT Director.

**ESSENTIAL RESPONSIBILITIES:**

* Works with all organization personnel involved with any aspect of release of protected health information, to ensure full coordination and cooperation under the organization's policies and procedures and legal requirements.
* Leads the incident response team to investigate and correct violations of privacy standards, confidentiality or information security. Ensures remedial action, corrects current problems and takes all available steps to prevent future problems.
* Applies investigative techniques and audits to validate privacy breach occurrences.
* Conducts risk assessments to determine breach notification responsibilities to patients and the Office for Civil Rights.
* Consults with employees, patients and family members to obtain sensitive information and communicate investigative results while ensuring a successful customer experience and service recovery.
* Manages and documents all privacy incidents to ensure accurate documentation and reporting.
* Collaborates with other departments, such as legal counsel, human resources, IT, and HIMs to maintain organization compliance with Federal and State laws regarding privacy, security and protection of information resources.
* In cooperation with Legal and Human Resources, ensures compliance with privacy policies and consistent application of sanctions for failure to comply with privacy policies for all employees, extended workforce, and business associates.
* Conducts role based education and training of employees on privacy regulations and organization policies and procedures.
* Participates in activities and in a consultative nature related to assessing risk and developing and implementing appropriate policy and compliance monitoring activities.
* Reviews all system-related information security plans throughout the organization's network to ensure alignment between security and privacy practices, and acts as a liaison to the information systems department.
* Provides HIMs assistance with ROIs and the collection and release of patient records and application of privacy requirements. Including, quality assessments of patients' record releases for timeliness, completeness, accuracy and appropriateness of data. Track patient outcomes for patient privacy and protections.
* Works cooperatively with the HIMs Director and other Divisions in overseeing patient rights to inspect, amend, and restrict access to protected health information when appropriate.
* Administrative assistant duties as required for the Division.
* Develop and maintain organizational policies, procedures and guidelines for management of health information records in collaboration with the Quality Management department and Information Systems department to contribute to overall effective quality care while ensuring compliance with legal and accreditation requirements.
* Ensure accuracy and integrity of health data and health record documentation; perform random operational audits to verify patient encounter is entered timely and correctly and in the appropriate record.
* Design and implement security measures to safeguard Protected Health Information (PHI).
* Manage access, disclosure and use of PHI to ensure confidentiality in accordance with HIPAA - HITEC and CFR 42 requirements.
* Apply data and record storage strategies and techniques associated with specific record mediums.
* Perform duties as the Health Services Privacy Officer. Create annual checklists, performs audits, enforces and creates policies in compliance with HIPAA-HITEC and CFR 42 requirements.
* Coordinate procedures for release of medical information and correspondence requests according to TCC policies, State and Federal statutes and laws.
* Analyze and present information to organization management teams including but not limited to quality reporting, utilization trends, and risk analysis.
* Conduct education and training, as required. (e.g. HIM systems, documentation and regulatory requirements)
* Ensure departmental compliance with requirements for health care accreditation standards.
* Responsible for organizing the storage, archiving, retrieval and destruction of medical records in accordance with applicable Federal and State regulations.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree required with a minimum of two years’ experience in a health care setting with direct patient care (clinical, nursing, or allied health)
* At least one certificate in Health Information Technology, e.g., HCISPP, CAHIMS, AHIMA, etc.

**DESIRABLE QUALIFICATIONS:**

* Two years’ experience in clinical applications support in the healthcare industry or degree in Medical Informatics.
* Experience serving as a liaison between groups within the organization, as an effective member of organizational teams and in coordinating software implementation projects.

**LANGUAGE SKILLS:**

* Ability to read, analyze, and interpret program forms and documents.
* Ability to respond to common technical inquiries from staff.
* Ability to effectively communicate information to end users and Information Technology team.

**MATHEMATICAL SKILLS:**

* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratios, and percentages, and to draw and interpret bar graphs.

**REASONING ABILITY:**

* Ability to solve practical and critical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Strong analytical skills with the ability to efficiently identify the root cause of an issue and resolve.

**PHYSICAL REQUIREMENTS:**

* Ability to work in a dynamic and fast-paced environment with low to moderate physical activity. These activities can include: walking, stooping, bending, lifting up to forty (40) pounds, and sitting.
* Normal range vision correctable to 20/20 and ability to hear within normal range.
* Ability to deal with time constraints and stress.

**WORK ENVIRONMENT:**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job, the employee may be exposed to odors or airborne particles.
* The noise level in the work environment is usually within normal range.

**I have received, read, understood, and agree to perform the duties described in the above job description.**

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Signature of Employee Date

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Printed Name of Employee

Revised: 06/21