



Job Title: Registered Health Information Technician
Department: didgwalic Wellness Center – Swinomish Development Authority

Under the general supervision of the Clinic Administrator, **the (Health Information Specialist)** is responsible for understanding, implementing, monitoring, and answering questions regarding **HIPAA & (42 CFR Part 2)**. This person is also responsible for other regulatory and legal requirements related to medical records, specifically the release of medical records, and use and access of designated record sets. The Health Information Specialist is responsible for processing and tracking requests for release of information, chart maintenance, chart reviews, recommends policy updates, and documentation compliance review for Didgwalic Wellness Center.

RESPONSIBILITIES:

- Assesses the validity and completeness of records being released, based on the release authorizations. This includes receiving, sorting, and organizing work in accordance with time category (stat, urgent, routine) and simple or complicated release types (including, patient requests, medical (continuation of care), subpoena(s), disability, Substance Use, Alcohol Use, payer requests, and law office), and utilizing standardized naming conventions related to releases.
- Conducts periodic audits and reviews to monitor **HIPAA and 42 CFR Part 2** privacy compliance and chart access tracking and monitoring for unauthorized use and disclosure. Assists with privacy training and orientation to all employees, volunteers, medical and professional staff, and applicable business associates. Assists in the identification, implementation and maintenance of the organization's information privacy policies and procedures.
- Ensures records released meet **HIPAA and 42 CFR Part 2** requirements, as well as other federal and state laws and regulations with regards to Didgwalic Wellness Center's privacy practice.
- Ensures legal and regulatory deadlines related to release of information are met to avoid penalties and risks to Didgwalic Wellness Center.
- Responds to public inquiries about release of medical information, the status of the request and general questions regarding release of information and the medical record, the status of the request, or general questions regarding ROI.
- Prepares and processes invoices for medical records. Prepares and processes rejections letters to requesters. Tracks and updates production and other ROI metrics
- Reviewing and verification of documentation, legal and electronic records entries.
- Sorting, filing, and scanning of documentation(s) into the legal record/EHR.



- Monitoring and tracking of signatures for all plans of care, progress notes, and orders.
- Assist with auditing open and closed records.
- Participates in relevant education to providers related to Clinical Documentation Improvement efforts.
- Partners with Revenue Cycle during audits and works closely with department managers to ensure charts are complete in the Electronic Medical Record (EMR). Serves as a liaison across disciplines.

MINIMUM REQUIREMENTS:

- Completion of a Registered Health Information Technician (**RHIT**) program and **RHIT** registered, AND 5 years of experience in Health Information Management, Mental Health and Substance Abuse setting, OR equivalent education/experience.
- Must pass extensive criminal background check, pre-employment drug and COVID-19 screen and provide proof of COVID-19 vaccination.

DESIRED:

- Knowledge of Epic
- Two years' experience with release of information procedures
- Basic knowledge of MS Office and Office 365
- Ability to manage time effectively and to work in a high volume, high accuracy work environment with deadlines
- Ability to communicate effectively and to work in a collaborative team environment
- Ability to maintain confidentiality