



Office for People With
Developmental Disabilities

Career Opportunities

Join the NYS Workforce

As a Health Information Management Technician 1!

Salary range: \$42,986 to \$55,008

The Western New York Developmental Disabilities State Operations Office (DDSOO) in West Seneca, NY is seeking a Health Information Management Technician 1:

- Review diagnostic and therapeutic medical records for completeness and accuracy to ensure compliance with regulatory and legal standards and requirements.
- Correspond with individuals and entities regarding inquiries for information from patient records in accordance with established policies, procedures and legal standards.
- Apply and implement legal and regulatory policies, procedures, and requirements for access and disclosure of Protected Health Information (PHI) and report privacy issues and breaches.
- Preserve records for archive storage in accordance with established policies and procedures.
- Provide technical assistance and guidance to facility and clinical staff on medical records maintenance and use, including records contained in automated patient information systems.
- Advise clinical staff and supervisors on medical record policies and procedures and instruct treatment staff in proper methods of entering observation and progress notes into medical records.
- Collaborate with facility staff in resolving problems with proper medical records maintenance and use.
- Train staff in records keeping procedures and data management used to meet local, state and federal guidelines.
- Train clerical and support staff in the selection of material from records to provide case information in responding to requests for data or abstracted material.
- Collaborate with committee participants concerned with clinical and administrative policies and procedures governing medical records.

An Affirmative Action/Equal Opportunity Employer

Minimum Qualifications:

- **Be currently certified by the American Health Information Management Association as a Registered Health Information Administrator (RHIA)**
OR
- **Be currently certified by the American Health Information Management Association as a Registered Health Information Technician RHIT**

For more information:

**OPWDD Region 1 - Western New York DDSOO
Human Resources Management Office**

(716) 517-2057

OR

wny.recruit@opwdd.ny.gov

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