Join the NYS Workforce

As a Health Information Management Technician 1!

Submission Deadline: December 5, 2019

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.**

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

NYS Office for People with Developmental Disabilities (OPWDD)
Office of Human Resources
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