



POSITION: Health Information Technician

REQUIREMENTS:

RHIT certification preferred and at least 1 year experience in medical records in a chemical dependency treatment or other medical setting. Knowledge of HIPAA required (42 CFR Part 2 helpful). Experience with release of information, medical record legal issues preferred.

Candidate must be detailed-oriented, have the ability to work independently and provide excellent customer service. Computer skills, knowledge of Microsoft Office programs required. Candidate must demonstrate a commitment to working as part of a multi-cultural staff to provide culturally appropriate services to a widely diverse client population.

ESSENTIAL FUNCTIONS:

1. Process requests for client-related information within confines of federal confidentiality statutes (42 CFR, HIPAA).
2. Document release of information in client record.
3. Scan external medical records into client electronic medical record system (10e11).
4. Assist staff with faxing necessary documents in a HIPAA compliant manner.
5. Assist with responding to subpoenas for medical records.
6. Submit client admission and discharge information to OASAS.
7. Handle phones and assist clients, staff, and external sources with medical record issues.
8. Serve as back-up for front desk Receptionist.
9. Must abide by and comply with all aspects of Huther Doyle's Compliance Program
10. Other tasks as assigned.

Huther-Doyle is an Equal Opportunity Employer